



## **Guidelines for filming and photography at the Staatliche Museen zu Berlin – Preussischer Kulturbesitz**

As a preliminary word of caution, please note that the heat and UV radiation emitted from lamps during filming and photography may be harmful to artworks and artefacts on display. Even minor levels of warming caused by infrared radiation can lead to mechanical stresses in the object's material, while the higher energies of the ultraviolet spectrum can cause irreversible discoloration. This aside however, we go to great lengths to enable you to film and photograph in the many museums and collections at the Staatliche Museen zu Berlin by taking these matters of conservation into account. To minimize the risks posed to the objects, we kindly ask you to observe the following security guidelines when filming or photographing original artefacts or works of art:

### General information:

- The film team or number of assistants must be limited to essential workers only. Please ensure to only use experienced staff, already familiar with the conditions and requirements that prevail in the museum.
- In the interest of the works of art on display and the valuable content and equipment in the museum galleries, instructions given by the supervising SMB member of staff must be followed closely.
- No artwork is to be touched or moved other than by authorized employees of the SMB. Roped-off areas for the purpose of protecting artworks must not be crossed. The artworks are alarmed. Refrain from coming any closer than 50 cm to walls and art objects.
- Under no circumstances will display cabinets be opened.
- Any alterations to the room, the furniture, or equipment required for filming may only be carried out after receiving prior written approval. Such alterations must always be carried out in such a way that they can be reversed, fully and without trace, after filming.
- Food and drink may not be brought into or consumed in the exhibition galleries.
- The galleries must be left in the same clean condition as they were in before filming. The cost of any cleaning work necessary as a result of filming will be incurred by the contracting party.

### Equipment:

- The equipment cannot be left unattended even for a short period of time, and especially not during museum opening hours. When transporting equipment through the building, please be vigilant and inform the museum attendants. Tripods and other

larger objects are to be carried through the exhibition upright, not lengthways, and close to the body. Cameras and other larger devices (boom microphone, crane etc.) must be carried and guarded by assistants.

- No untested wooden materials are allowed in the museum, e.g., pallets or other organic materials, unless they are accompanied by documentation proving that they are free of insect pests.
- Camera rails, tripods, and technical equipment may only be used after being granted official permission and with adequate floor coverings to protect floors.
- Cables may only be used with protective coverings placed around door frames, skirting boards, stairs, and display cases. The use of adhesive tape must be limited to no more than a few hours and be completely removed as soon as filming is over. The tape (e.g. gaffer tape) must leave no traces of use after use.
- When filming during opening hours, consideration must be paid to museum visitors. Cable lines and equipment must pose no threat to visitors or staff, and must be secured appropriately. If necessary, extra attendants should be employed at the expense of the contracting parties.

#### Lighting:

- Due to the climate and light-sensitivity of the exhibits, the temperature and humidity in the museum galleries are precisely controlled, with light distribution in each room being even and constant. Specifications for maximum light intensity varies according to material, for instance 50 lux for works on paper and textiles and typically 250 lux for paintings, with UV power of illumination to be reduced to less than 10  $\mu\text{W}/\text{lm}$ . The photographed/filmed objects may not be exposed to a lighting intensity above 500 lux from a foreign light source. The lamps should emit no shorter wavelength UV radiation or should be covered by a UV-absorbing filter. The duration of additional exposure must be kept as short as possible. Prior to the day, please discuss your light sources' light intensity and duration of exposure (illumination, lux specifications) with the conservators and curators of the relevant collection.
- Only use cold-light lamps or lamps with heat protection filters. Note: it is imperative that high-pressure discharge lamps are fitted with explosion-proof guards and controls. Light sources should be switched off as often as possible when not filming. Indirect lighting is preferable, direct lighting is to be avoided.
- The distance between the light source and exhibit must be greater than the height of the tripod with lamp.

#### Note:

All filming and photography not intended for press coverage of current events requires appropriate proof of insurance.

The SMB staff supervising the filming have the right to interrupt and cancel proceedings at any time.

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