VRC

visual resources collection

SCHOOL OF ART

VISUAL RESOURCES COLLECTION PROCEDURES & GUIDELINES FOR T.A.S

The Visual Resources Collection, located in Dixie Gammage Hall (down the hall from the Dean's Office) is a resource facility available to the Faculty, Staff and Students of the School of Art. The slides are for classroom use. This is not a study/research collection.

Guidelines for use of the Collection:

- Please identify yourself when you come in, especially at the beginning of the semester (we will get to know you!)

- Slides may be set aside for class use at any time but should not be taken until immediately before class (in the case of a 7:40 class, slides may be taken the preceeding evening). The slides should be returned immediately after class, however if they are needed for more than one class we still want you to return them to us but we will keep them together for you. Before slides are taken they should be checked out at the Circulation desk and left there when returned. Please note: Before **any** user is allowed to check out slides they must read and sign the copyright statement acknowledging that the slides are not to be duplicated or reproduced in any manner. This statement is kept on file.

- Should you require slides not already in the collection, we will produce them for you and add them to the collection. It is your responsibility to provide the material to be copied (e.g. books or magazines). Order forms are available in the slide room. Allow two weeks for processing.

- A limited number of Kodak carousel trays are available for your classroom use on a first come, first served basis. They can be checked out immediately before the class and must be returned immediately afterwards.

- We want to make the slide room available to your students who are giving class presentations. Should you be requiring presentations, please send us a class list. **Only those students on the list will be allowed access.** Your students are welcome to browse the collection prior to their presentation but slides should only be pulled a day or two before class. We will collect the slides in a box for you to come and check out and return. **Slides will not be checked out to students directly**. You are encouraged to bring your students in for an orientation to the collection, but please schedule a time in advance.

If you are unfamiliar with the slide collection, we would advise allowing extra time at the beginning of the semester to familiarize yourself. The slide room's hours are: Monday-Thursday 8:30-5:00 and Friday 8:30-4:30 (the curatorial staff is not available between 12:00 and 1:00 daily but we try to keep the facility open if the student help is available. Call before you come, just in case). If you have any questions or problems please feel free to call or stop by.(3/2002)

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