VRC

visual resources collection

SCHOOL OF ART

CIRCULATION POLICY

The Visual Resources Collection is restricted to use by the faculty and graduate teaching assistants of the School of Art and students in School of Art classes who are required to give a classroom presentation. **The collection is not for the use of faculty or students outside of the school, nor is it for the use of art students who are taking classes or giving presentations outside of the school.** (The policy includes the professional staff of the University Art Museum and may include professional staff and visiting artists to the Institute for Studies in the Arts on a case-by-case basis (e.g. individual lecture, see Borrowers Authorization form for the ISA). Slides should not circulate off campus; however, under certain circumstances exceptions may be arranged for faculty after discussion with the curator. The collection does not circulate to ASU West. Authorized users should never agree to borrow slides for another person, nor should slides legitimately circulated to an authorized user be passed on to a third party, nor should collection slides be duplicated in any media while checked out. This is considered improper use of the collection, and could result in suspension of borrowing privileges. The closed collection policy has been in effect for several years. See Appendix for a copy of the memorandum dated October 31,1978 which states the justification for the policy. As there have been no significant changes in staffing or funding, the policy stands as stated.

- SCHOOL OF ART FACULTY are not restricted in the number of slides taken or in the circulation period but are required to check out slides. Faculty are encouraged to return slides within two weeks so that they will be available for others to use. Reminder notices are sent after two weeks and every two weeks thereafter until slides are returned. If slides are needed for an extended circulation period, prior arrangement should be made with the curators. All slides must be returned to the collection at the end of each semester and session. Slides should be returned directly to the Circulation desk to assure proper check-in.

- SCHOOL OF ART TEACHING ASSISTANTS have similar borrowing privileges as allowed the faculty. They may choose and reserve slides up to several days prior to need, but should only take the slides immediately before class (in the case of a 7:40, slides may be picked up the proceeding evening) and return them the same day. Slides needed over a period of days for the same lecture should be returned to the Slide Room after each use where they will be kept together. Teaching assistants are required to check out all slides borrowed. Slides should be directly returned to the circulation desk to assure proper check-in.

dixie gammage 154
tel 480.965.6163
fax 480.965.8338
art.slide@asu.edu
http://art.asu.edu/facility/artslide

- CLASS PRESENTATIONS: Slides may also be borrowed by students enrolled in School of Art classes who have been required to do a class presentation. In order for a student to be allowed access to the collection the sponsoring faculty member must provide the staff of the Visual Resources Collection with a class list specifying which students will be needing slides. While they may use the slide room at any point during the semester to view the holdings and familiarize themselves with the collection, the slides can not be set aside until 3-4 days before the presentation. At this time the slides chosen should be checked out, placed in a box and set aside until the presentation. Students may only take slides for the duration of the presentation and they must be returned to a slide collection staff member immediately after the class period. Please note: Teaching Assistants who require class presentations are responsible for checking out the slides for their students. The students may pull the slides that they need but they will be kept for the TA for circulation. Faculty whose classes meet outside of normal operation hours are also responsible for checking-out and returning student slides.

To help ease any inconvenience felt by the university community because of the closed collection policy, we recommend that people not included in our circulation policy or those who find it too restrictive, make their own slides. Unfortunately, at this time, we are not aware of a copystand available for student use on campus. The VRC photographer will do freelance work for faculty and students. Any financial arrangements will be made directly with the photographer. If you are interested in this service, please call the VR Collection.

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