VRC

visual resources collection

SCHOOL OF ART

Disclaimer for damage to personal copy books used for Slide Production

It is unfortunate to have to write a memo of this sort because we appreciate the energy and interest that many of you put into increasing the variety and quality of images in the Visual Resources Collection. However, because of unfortunate incidents in the past we must issue a disclaimer that relieves us of liability for damage to personal books used for slide orders.

Specifically:

- We are not responsible for damage to book jackets. We would recommend that book jackets be removed before the book is turned in for a slide order.

- If, during photographing, pages become loose or fall out of a book we will use the resources at the library for repair. They have an excellent facility with conservators who use state of the art techniques.

- If a book is lost while in our care, we will do everything possible to replace it with a new copy. If this is not possible, we will try to find a used copy in good condition.

We try to be very conscientious about caring for your books while they are in our possession but accidents will happen, some binding processes are inferior and cannot withstand being opened all of the way; and there are a number of people who must handle the book before slide production is complete. In the time that I have been here only one book has ever been lost and only three have had to be repaired. I want you to feel comfortable giving us your personal books for slide orders but please be aware of the potential problems.

Thank you

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