VRC

visual resources collection

SCHOOL OF ART

ORDERING IMAGES

The purpose of the Visual Resources Collection is to provide images for classroom use by School of Art Faculty. Images will be made from books and magazines when **good commercial sources for the images are unavailable**. The contents of the Visual Resources Collection reflect the courses offered by School of Art Faculty; therefore, you may find gaps in areas that have not been taught recently. New faculty members are expected and encouraged to develop the collection in the areas where they will be teaching.

Where possible, we will also process image requests for faculty research presentations. In order to process images of this type we need a turn around time of at least two weeks, and the requesting faculty member should be aware that images needed for classroom use will have priority. When presentation images are produced it is with the understanding that the resulting images will used according to the policies of the Visual Resources Collection. Personal orders cannot be accommodated at this time; however, the VRC photographer is available for private orders. Arrangements of this type should be made directly with the photographer.

Procedure

The faculty member selects high quality book reproductions (gutter shots discouraged), fills out a Image Request Form and submits the books and forms to the curators.

The VRC shoots digital images only, these images will also be printed to film (slides).

Image orders are divided into two categories: orders for the current semester and collection development. Orders for the current semester should be no larger than twenty images with an estimated

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turn around time of one monty. Collection development orders for the fall semester must be received by April 1st and for the spring semester by October 1st. These deadlines are firm. Orders can not be accommodated during the summer.

We do not generally limit the number of images ordered by faculty members. We do suggest, however, that you use discretion and check the database before you order. If you are planning a new course and expect to order a large number (200-300+), you should consult with us at least one semester in advance in order to work out a production schedule. It is the faculty member's responsibility to anticipate his/her needs.

Please bear with us during the first couple of weeks of each semester as we are usually in the midst of hiring and training student help. Therefore, as you might imagine, very little photographing, cataloging or filing is accomplished during this period.

Copyright

Slides will be produced in accordance with the "fair use" guidelines of the 1976 copyright law. Such slides will be used for educational (in the classroom) purposes only. Before any user is allowed borrowing privileges, that user must sign the copyright statement that assures that the user will not duplicate or reproduce the slides, or allow the slides to be duplicated or reproduced in any format. This statement is kept on file.

Producing images from copyrighted book plates or figures, or from other copyrighted works.

- Only one image per art art work from a copyrighted publication will be made.

- Every effort will be made to locate slides of acceptable quality from a commercial source.

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