VRC

visual resources collection

SCHOOL OF ART

STUDENT USE OF THE VISUAL RESROUCES COLLECTION

The Visual Resources Collection, located in Dixie Gammage 154, is available to students who are required to give a class presentation in a School of Art class. **Only those students on the class list provided by the professor will be allowed access to the collection. The collection is not for the use of School of Art students (graduate or undergraduate) who are taking classes or giving presentations outside of the school.** Students should be prepared to introduce themselves and identify their class each time they come to the collection. We see a great many students and cannot remember each one. During the semester the slide room is open from 8:30-5:00, Monday through Thursday and from 8:30-4:30 on Fridays. (The curatorial staff is not available during the noon hour). The facility is not available on weekends or after hours. While the collection has been opened for student use, it is not to be used as a study collection and we expect students to adhere to the guidelines set forth. We are very glad to help students when they come to the collection. We will treat them in a professional manner and expect the same in return. Rude behavior will be considered grounds for removal from the collection and loss of this privilege.

Students may come in at any time during the semester to familiarize themselves with the collection. It is arranged by media (Western art history) and non-Western cultures (Oriental, Islamic, Precolumbian, etc.) then by time period, artist or location, type of object or building. A classification guide is available for the user's assistance. Because of the nature of the classification system, it is advisable that users come prepared with a concrete idea of what you need. However, a user terminal is available where you may search the database, hopefully making the slide-finding process easier and more time efficient.

Although slides may be viewed as often as necessary in the slide room, slides may only be held on reserve at the circulation desk 3-4 days prior to the presentation. **The slides will remain there and may not leave the VRC until immediately before classtime on the day of the presentation when they will be checked out.** Carousel trays are also available (supply permitting) at this time. All slides and equipment must be returned immediately after the class. To ensure being credited with their return, the slides should be left in the return box. DO NOT JUST LEAVE SLIDES LAYING AROUND!
Please note, for classes taught by Teaching Assistants: Students will be expected only to reserve slides under their TA's name. TA's will be responsible for checking the slides in and out.
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.

We would recommend making use of the slides available in the collection for presentations. If the slides needed would be a useful addition to the collection and they are approved by the professor and the slide curator, we will produce them for you. (This applies primarily to graduate seminars). The resulting slides would be the property of the Visual Resources Collection. In this case, we will need the book(s) and a completed slide request form (initialed by the professor). Allow no less than two weeks before the presentation to process the request. All books will have to stay in the slide room until the order is finished. If you need slides for outside projects or just wish to have your own slides, private arrangements can be made with the slide collection photographer for having slides made at a fee (determined by the photographer).

In order for us to keep the VRC open to students, we would appreciate your cooperation. If you have any questions or problems please feel free to call or stop by.

(8/99)

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