COLLECTIONS

The Visual Resources Library currently has over 42,779 35mm slides, 475 titles of books and periodicals, a small collection of audiovisual materials, and over 30,686 digital images.

SLIDES

35mm slides circulate to faculty members only. Students may use and check slides out for classroom presentations with permission from instructors and the Visual Resources Curator.

An orientation is required of all users before using slides for the first time. Users are required to read the Image Use Policy before checking out slides. Users are assigned a colored chip, and are shown how the slides are organized as well as how to check slides in and out. The user places a chip in the exact position where the slide was removed from the drawer, behind its identification card. Checked-out slides must be held on reserve in a designated location and can be picked up just prior to classroom use.

Slides must be returned to the Visual Resources Library immediately after class. If the class is scheduled to end after the library is closed, the slides must be returned by 9 am the following business day.

Users will be charged a minimum of $25.00 for each lost or damaged slide and $1.00 for each damaged mount. Each lost or damaged slide will be replaced with a digital image licensed from a vendor (such as Scholars Resource).

BOOKS, PERIODICALS & AUDIOVISUAL MATERIALS

Books, periodicals and audiovisual materials can be checked out by faculty members only. Students may check out the resources for classroom presentations with permission from the Visual Resources Curator.

The loan period for faculty members is 30 days. Each checkout is renewable for 3 times. The maximum number of loaned items is limited to 10 for each borrower. If holds are placed on the circulating materials, borrowers will need to return the items by the due day.

Materials returned in damaged condition will be charged for the repair. If the materials are lost, the borrowers will be charged the actual replacement cost.
EQUIPMENT

The Visual Resources Library has several equipment including a copystand, a Canon EOS Digital Rebel Camera with accessories, a Nikon COOLSCAN 4000 slide scanner, a MULTIMAG SlideScan 4000, an Epson EXPRESSION 10000 XL flatbed scanner, 2 light tables, 6 sets of IR hardware (IR receiver & Apple Remote), and an AverVision330 document reader for teaching and classroom presentations. Faculty members need to reserve the equipment at least one day ahead before equipment can be checked out. The equipment must be returned to the Visual Resources Library immediately after class. If the class is scheduled to end after the library is closed, the equipment must be returned by 9 am the following business day. Students may check out the equipment for classroom presentations with permission from instructors and Visual Resources Curator.

Effective Date of Policy: January 29, 2010
Edited and Approved by VRL Advisory Committee: January 12, 2011