

**CIRCULATION POLICY**  
Visual Resources Library  
Department of Visual and Media Arts  
Grand Valley State University

**COLLECTIONS**

The Visual Resources Library currently has over 42,779 35mm slides, 1901 titles of books and periodicals, a small collection of audiovisual materials, and over 279,358 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.

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.

**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 of the repair. If the materials are lost, the borrowers will be charged the actual replacement cost.