

Use of the Visual Resources Library

Department of Art, University of North Carolina at Chapel Hill

PURPOSE OF THE COLLECTION

The UNC Slide Collection is **owned and maintained** by the Art Department of the University of North Carolina. Unlike the Art Library or other campus libraries, it does **not** receive special funding or grants for the purchase of new materials; **it is entirely funded by the Art Department, and its primary purpose is to serve the teaching needs of the Art Department faculty.**

It is a **teaching facility rather than a study facility**, and for this reason the Art Department must **restrict** the use of slides by other departments and agencies.

No fee is charged for the privilege of borrowing slides from this collection; we do, however, ask our patrons to please be aware that, because there are many users, **the guidelines, which follow, have been established specifically to serve and protect the needs of our teaching faculty.**

HOURS OF OPERATION: Monday through Friday, 8:00 a.m. to 5:00 p.m.

WHO MAY USE THE SLIDE COLLECTION (in order of priority):

- **Art Department faculty members and Ackland Museum teaching staff** (priority over **all** other patrons)
- **Classics Department faculty members**
- **Art Department graduate students** (for teaching and seminar presentations)
- **Classics Department graduate students** (for seminar presentations)
- **Faculty members from other departments** at UNC Chapel Hill
- **Graduate students from other departments** at UNC Chapel Hill

SPECIAL CONSIDERATION WILL BE GIVEN TO THE FOLLOWING PERSONS:

- **Former Art Department or Classics Department faculty members**
- **Ackland Museum docents**
- **Visiting lecturers or scholars**, including those from the National Humanities Research Center
- **Art Department undergraduates in upper level courses** (100 or above) who have been assigned classroom presentations.

RESTRICTIONS

- The Slide Collection is **not** open to the **public**.
- The Slide Collection is **not** open to **other institutions**, including branches of UNC in other cities, except under circumstances outlined under the heading "**Special Permissions for Off-Campus Slide Use.**"
- **Special Permission** must be obtained from the Visual Resources Curator for any **undergraduate** wishing to use the Slide Collection, as outlined under the heading "**Special Permissions: Undergraduates.**"
- **Special Permission** must be obtained for use of slides in any **off-campus** lectures or presentations, as outlined under the heading "**Special Permissions: Faculty.**"
- Slides may **not** be used for **general study purposes**; they are a teaching tool rather than a study aid.
- **Slides may not be duplicated.** Although we are a non-profit organization, we must be extremely careful not to infringe upon the copyright laws by permitting others to duplicate our teaching materials.

CHECK-OUT PROCEDURES

All patrons are asked to observe the following rules and guidelines for the use of the Slide Collection:

- Slides should be checked out **on the day they are to be used and returned that same day** except under special circumstances. Permission to keep slides out for longer than the usual borrowing period, or to check out slides on the day **before** a lecture, must be obtained from the Visual Resources Curator, and will be given **at her discretion**.
- Slides may be pulled in advance of a lecture **as long as they are kept in the slide room; however, slides should not be set aside for more than a week**.
- **Slides must not be kept in faculty offices or on library carrels.**
- All patrons **must** use name-cards when checking out slides: **Non-Art Department patrons should use only blank cards. Preprinted cards are reserved** for the faculty members whose names appear on the cards. **FACULTY cards are for Art Department faculty members only** and should **not** be used by Non-Art Department persons or students.
- Non-Art Department patrons must complete a Directory of Users page and provide their OneCard for identification on this page. Slides are to be placed in the numbered slide sheets provided by the door of the VRL. Staff will make a log entry relating the slide sheet number to the user, noting the number of slides checked out, date out, and marked with the date in when the slides are returned.
- Slides should be **returned to the "In" tray near the door**. VRL Staff will pull the patron's name-card when the slides are filed.

Please note: Because of the heavy use of slides, particularly by Art and Classics Department faculty and by graduate teaching assistants, there may be **conflicts** in teaching schedules. These conflicts may be resolved within the department among colleagues without the intervention of the Visual Resources Curator: however, **the Visual Resources Curator reserves the right to recall slides from any other patrons if they are needed by an Art Department faculty member.**

ACQUISITIONS

New Slide Acquisitions

- New slides may be created, purchased, or donated. Purchases of commercially available slides can be made at the recommendation of faculty members or the Visual Resources Curator and are dependent upon the availability of funds.
- Art Department faculty and instructors only may request the making of new slides during the academic year. Each faculty member will be allotted a maximum quantity for processing during the year at the discretion of the Visual Resources Curator.

Requesting New Slides

- A New Slide Acquisition Order form is required to process new slides. As of this time, a separate order form is required for each type of original to be duplicated as slides (i.e. a new form for each book, set of slides, group of photographs).
- If the original is a book currently available from Sloane Art Library, then VRL staff will obtain the book. Otherwise, originals must be included with the order form at the time of submitting the order.
- Orders are to be left in the black inbox on the VRL front desk for processing.
- All originals will be returned immediately after the order has been processed.

Turnaround time for slide orders

- Standard orders are processed over a **two-week** period. Large orders (50 or more slides) may require additional time. The turnaround time is somewhat dependent upon the overall workload, which is especially heavy just prior to and during the first month of a new semester. At such busy times, orders submitted for the standard turnaround period will be processed on a first-come, first-served basis. All slide

orders must be dated so the VRL can prioritize if necessary. Please plan slide requests adequately in advance of needs, as the VRL is not currently capable of accommodating rush orders.

GRADUATE STUDENT USE OF THE VISUAL RESOURCES LIBRARY

A Slide Collection orientation is required of all graduate students.

Graduate students may use the Slide Collection for the following purposes:

- As Teaching Assistants pulling slides for survey courses and review sessions
- When preparing for a seminar presentation

After Hours Use of the Slide Collection:

- Teaching Assistant graduate students should pull slides during normal slide room hours whenever possible. A single key is available in the Art Library for after hours use by Teaching Assistants only. It must be signed out and returned after each use.
- Graduate students who are preparing a seminar presentation may NOT use the slide room after hours.
- There is no access at any time to the Slide Room copystand. There is a copystand available in Room 103 for graduate student use. Orientation is required. A key to this room is also available in the Art Library.

After Hours Security:

- The Slide Room should be locked while you are working in the evening OR if you must leave the room even for a few minutes.
- Do not admit anyone you do not know into the Slide Room during the evening. Faculty members who have keys may enter at will.
- Please identify yourself to anyone who may already be working in the Slide Room when you enter.

Slide Room Equipment and Facilities:

- **Viewers:** Faculty members and Art 31-32 T.A.'s have assigned viewing stations. There is also a viewing station assigned to Studio faculty members and T.A.'s. Additional viewer space for graduate students and visitors is limited, so please check with the Visual Resources Curator before setting up your slides at any viewer.
- **Carousel Trays:** Trays are available on the metal shelf at the entrance to the Slide Room. NEVER NEVER take trays from any of the faculty shelves, even if these trays are empty.
- **Slide Projectors:** Carousel projectors are available for classroom use by Studio Faculty members and T.A.'s. They must be signed out immediately prior to classroom use; they must be returned and signed in immediately following class. These projectors are limited to use during the class period needed for teaching only.

**THESE PROJECTORS ARE NOT AVAILABLE FOR PERSONAL USE.
THEY MUST NOT BE TAKEN FROM THE BUILDING OR KEPT IN
GRADUATE STUDIOS!**

- **Rear-view Projection Screens:** Two projectors and small rear-view projection screens are available for rehearsal of slide presentations. **Classrooms are not available for viewing or reviewing of personal slides or rehearsal of seminar presentations.**

SPECIAL PERMISSIONS FOR OFF-CAMPUS SLIDE USE

1. *Emeritus* faculty from Art or Classics departments.

The UNC Department of Art recognizes the importance of "extension" work done by retired faculty members in the larger community, especially for the benefit of senior citizens. Precedent has been set for this kind of borrowing by former faculty members and *emeritus* faculty members will continue to receive special consideration.

They should, however, abide by the rules governing the use of the collection. Slides must be returned within a 48-hour period unless other arrangements have been specifically approved in writing by the Visual Resources Curator and it has been determined that there will be no conflicts with Art Department courses. Slides may occasionally be produced by the VRL for extension work, at a maximum of 25 slides per lecture.

2. Graduate students or former graduate students teaching courses at other branches of UNC or other area institutions.

In some cases there is precedent for borrowing of this kind on a limited basis, although there are also problems that may arise when courses are taught using UNC-CH Art Department slides at other institutions.

In general, the Art Department discourages use of its slide collection by other colleges and universities, and permission for borrowing will be granted only if it has been determined that the slides in question are not currently needed for courses being taught in the UNC Art Department. Slides from areas heavily used by UNC faculty will not be loaned.

SPECIAL PERMISSIONS: FACULTY

Requests To Use Slides For Off-Campus Lectures

The Art Department is willing to make a **limited** number of exceptions for off-campus or out-of-town lectures to **faculty** members from other departments, providing that the following guidelines are observed:

1. A letter of request must be sent in **duplicate** to the Visual Resources Curator and the Chair of the Art Department **at least two weeks in advance** of the date on which the slides are needed. **The letter must state when and where the slides are to be used; for what purpose; the length of time for which they would be checked out, and, as specifically as possible, which slides would be used. A daytime telephone number and/or email address should be included.**
2. Requests **cannot** be honored if any Art or Classics Department faculty member or teaching assistant will need the slides at any time during the requested period.
3. The final decision to honor or refuse a request may be made at the discretion of the Visual Resources Curator or the Art Department Chair.
4. **No more than 20 slides** may be taken for out-of-town use.
5. As stated in our general policy guidelines, **slides may not be duplicated for any purpose.** Slides will be lent for off-campus use **only on the assumption that the patron does not intend to violate the copyright.**

Requests To Use Slides For Teaching Non-Art Department Courses

Any UNC faculty member wishing to use slides on a **regular basis** in a non-art or non-classics course must make special arrangements to do so in order to avoid possible conflicts with Art Department teaching needs.

It is the responsibility of the requesting faculty member to make his or her arrangements around the teaching schedule of any Art Department faculty member who might be teaching in the same area.

SPECIAL PERMISSION: UNDERGRADUATES

Although the Slide Collection in the Hanes Art Center is owned and maintained by the Department of Art primarily for use by its own faculty and graduate students, we receive a number of requests from undergraduates or their instructors to show slides in classroom presentations. Largely because of the numbers factor, we discourage extensive use of the Slide Collection by undergraduates. However, we will make exceptions providing that the following guidelines are observed:

1. The **instructor** must make prior arrangements with the Visual Resources Curator. **The person to contact is J. J. Bauer. The VRL telephone number is 919.962.3034. Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.**
2. If the instructor wishes to send only one or two students to borrow slides, he or she does not need to accompany the student; **if, however, an instructor chooses to assign presentations to three or more students, he or she must personally check out the slides for those students, and assume responsibility for their return.**
3. **There is a 20-slide maximum per student per class.**
4. Slides may not be taken from the Slide Room until the day of the presentation and must be returned within 24 hours.
5. Slides are not to be used for duplication or reproduction. The Slide Collection is a teaching resource, not a research facility. Students writing papers should go to the Art Library to locate and study images.
6. Students should know **in advance** the names of artists or the location of architectural monuments. The Slide Room staff will give students a brief orientation, but we do not have the time to search the collection for those who have not done adequate preliminary research.
7. The Art Department does not lend slide projectors or carousel trays.

We hope that no misunderstandings will arise because of these restrictions; we are simply asking our patrons to realize that what may seem a reasonable request on the part of an individual instructor could escalate into a problem situation if the Art Department did not impose stringent restrictions on its teaching slides.

Slides are a necessity for an art curriculum; the increasing use of our collection by other departments has placed an additional strain on our staff and facilities, and has made it necessary for us to implement these restrictions. We are **not** part of the library system, and ours is a small staff. Lending departmental slides for **optional** classroom presentations outside the department is a courtesy we extend as long as it does not interfere with the daily teaching needs of the Art Department.