

## **PROCEDURES FOR CHECKING OUT SLIDES for Non-Art Department/Non-Classics Department Patrons**

Welcome to the Visual Resources Library. All patrons are asked to observe the following rules and guidelines for use of the slide and photographs collection:

### **WHEN CHECKING OUT SLIDES:**

Step #1: Come into the office (112A), where we will photocopy your UNC ONEcard, and fill out a short personal data form for our records.

Step #2: Take an empty plastic slide sheet (numbered) from the holder on the wall.

Step #3: All patrons **MUST** use name cards. Use the blank cards, which are available on the table to your right as you walk in the door. **NEATLY PRINT** your last name on each card. When you pull slides, put one of your name cards in the place of each slide.

Step #4: Pull slides and place them in the numbered plastic sheets. Please place the slides in the sheets so that the labels all read in the same direction (even if some of the images are sideways).

Step #5: Find one of our friendly staff members, who will then photocopy your slide sheets and ask you to sign the circulation log.

### **WHEN RETURNING SLIDES:**

Step #1: Place the slides you are returning, still in the plastic sheets, in the red tray located on the table with the blank name cards.

Step #2: Our staff will take care of the rest!

**NOTE:** All slides checked out from the VRL are to be returned **WITHIN THE SAME DAY**, unless special permission is obtained from the Visual Resources Curator.

Thank you for your cooperation!