



# Visual Resources Collection Circulation Policy

(Updated April, 2006)

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**By borrowing items from the Visual Resources Collection (VRC)  
you are agreeing to the following policies.**

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## **Who can use the Visual Resources Collection?**

All current students and faculty with a current SVA ID may use the collection. Faculty may use the VRC *during regular library hours*, provided they have registered with VRC staff. When the VRC is not staffed, faculty may use the key located at the circulation desk.

*Students may only use the VRC Monday-Friday: 3-5pm or by appointment.*

## **Who can check slides out of the Library?**

Current SVA faculty and matriculated students (students working toward a degree) have borrowing privileges. VRC Staff will photocopy and check out your slides in a bar-coded box. These will need to be desensitized at the front circulation desk upon exiting.

## **How long can I keep slides out of the Library?**

<b>Item</b>	<b>Time</b>	<b>*Renewable</b>	<b>**Overdue fees</b>
Student Slides	24-Hours (Reserve up to 1 week)	Yes	\$5.00 per day/per box \$10.00 for each missing/lost slide

**\*Renewing Items.** If your presentation is postponed until the next class, you may renew your slides. However, this must be done in the VRC with a VRC Staff Member only. If you return your slides to the circulation desk, they will be returned and refiled.

**\*\* Overdue notices** are issued only as a courtesy via your **SVA-Net account**. Fines are automatically billed to your library account when materials are returned, and accrue for each day overdue as outlined above.

## **Who can help me check out slides?**

Students must consult Visual Resources Collection staff during the following hours:

Monday- Friday            3-5pm

## **What if I can't make your hours from 3-5pm?**

You may call the Assistant Visual Resources Curator at 212-592-2666 to make an appointment. Weekend and evening hours are not available.

## **Where do I return my slides?**

Please return your slides to the front circulation desk. If you leave them in the VRC, they will not be discharged immediately and you will accrue a fine. If you would like to renew your slides, please follow the guidelines for renewal stated above. Speak to a Circulation staff member during evening hours.



## Visual Resources Collection Copystand Policy

### **Where is the copystand?**

The copystand is located outside the Visual Resources Collection in the hallway behind the stacked periodicals. You may bring your own camera for use.

### **How do I make an appointment to use the copystand?**

Students, alumni and SVA faculty members may make an appointment by scheduling in person (in the VRC) or by calling the Assistant Visual Resource Curator at 212-592-2666 and leaving a message.

### **Is there a camera? Can I use it?**

The VRC offers borrowing privileges of a 35mm Nikon FM2 camera and NIKKOR 55mm f/2.8 lens to current students, alumni and registered faculty members. The borrowing agreement form must be signed upon release of camera and lens.

Appointments are two-hour slots: M-F between 9:30am – 4:30pm.

Appointments must be made with the Assistant Visual Resources Curator at 212-592-2666.

### **What equipment is at the copystand?**

The copystand is equipped with four (4) tungsten light bulbs. Users need to bring their own film (T64 Ektachrome—Not daylight film!). Users should also bring any masking material such as a backdrop color or tape.

Maximum size for copy work is approximately 14x25”

### **Does the VRC sell film?**

Film is not available at the Visual Resources Collection. However, K&M Photo is located on 23<sup>rd</sup> (between 1<sup>st</sup> and 2<sup>nd</sup> Aves). Alkit Pro Camera is at 17<sup>th</sup> and Park Ave. South.

Visual Resources Collection  
Visual Arts Library  
380 Second Ave, Second Floor  
New York, N.Y. 10010  
212-592-2666

\*Staffed Hours of Operation:  
Monday-Friday: 9-5pm

\*Student Hours:  
Monday-Friday: 3-5pm or by appt.