Visual Resources Collection Circulation Policy
(Updated April, 2006)

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

**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?**

<table>
<thead>
<tr>
<th>Item</th>
<th>Time</th>
<th>*Renewable</th>
<th><strong>Overdue fees</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Slides</td>
<td>24-Hours</td>
<td>Yes</td>
<td>$5.00 per day/per box</td>
</tr>
<tr>
<td></td>
<td>(Reserve up to 1 week)</td>
<td></td>
<td>$10.00 for each missing/lost slide</td>
</tr>
</tbody>
</table>

*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 refilled.

**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 23rd (between 1st and 2nd Aves). Alkit Pro Camera is at 17th 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.