

## Visual Media Resources Policies and Procedures for Faculty

### New Image Orders

- Before placing an order faculty are asked to make sure that the images they are requesting are not already in the collection. Visual Media Resources staff is available to assist faculty with this process by searching the database.
- To place an image order, faculty should bring the material they wish to have shot to a Visual Media Resources staff member. The pages should be clearly marked, and the materials should be accompanied by an *Image Order Form* listing the date of the request, the book title, the date needed, the number of total images in the request, the page, plate, or figure numbers, as well as the format requested. Additional sheets should be used for large orders.
- If the materials for an order do not contain sufficient information for cataloguing the images (e.g. postcards), please include a list with the order that provides the basic information about the image: Creator, Nationality/Culture, Date, Site, Repository, and any other information that should be included in the cataloguing information.
- For orders of 20 images or more please allow 14 days to process orders. Based on volume and scheduling, we may be able to process smaller orders within a week, but be sure to let a Visual Media Resources staff member know. These time frames are important, because they give the department time to shoot, process, and upload the images to MDID.
- Digital orders will be delivered to faculty through MDID, and faculty will receive an email with information about how to access the images as soon as they are available. Depending upon the volume of orders, cataloguing may take a bit longer.
- Slides can still be produced for faculty, but because of the low volume of slide orders, orders cannot be processed in fewer than two weeks.

### Slide Scanning Orders

- To place an order for scanned slides, faculty should fill out an *Image Order Form* as they would for a new slide order.
- Requests for scans of VMR slides should be made separately from personal slides.
- When requesting scans of personal slides, faculty must provide a list with the information about each slide with source information when possible. This is very important since these images will eventually be incorporated into MDID. Having the source of the image available will also enable us to monitor any possible copyright infringements. **Our policy is not to scan commercial slides, museum slides, or slides from other institutions.** In the event that such images are included among your personal slides and you would like them to be incorporated into the VMR collection, we will endeavor to purchase digital copies directly from an institution.
- For orders of 20 images or more please allow 14 days to process orders. Based on volume and scheduling, we may be able to process smaller orders within a week, but be sure to let a Visual Media Resources staff member know. These time frames are important, because they give the department time to scan, process, and upload digital images to MDID.
- Orders of scanned slides will be delivered to faculty through MDID, and faculty will receive an email with information about how to access the images as soon as they are available. Depending upon the volume of orders, cataloguing may take a bit longer.

### **Guidelines and Procedures Faculty and Visiting Faculty**

- Before using the slide collection or MDID visiting faculty and new faculty must make an appointment to receive an orientation and training.
- Visiting faculty may only have access to MDID during the semesters they are teaching at the BGC, and their access will be terminated at the end of the semester.
- Each faculty or visiting faculty member has a set of color-coded cards labeled with his or her name. When borrowing slides these cards should be put in the drawer in the place of the slide borrowed.
- With the exception of slides needed for outside lectures, the slides should remain on the premises of the BGC so that in the event another faculty member is looking for a slide we are able to locate it. For visiting faculty who do not have offices, VMR provides space in the cabinets above the slide drawers where they may keep their slides when they are not using them.
- Each faculty or visiting faculty member has a labeled drawer in the wooden filing cabinet next to the entrance to the department. Slides should be returned to this filing cabinet when they are no longer needed, at which point they will be re-filed.
- At the end of the semester, faculty are asked to return all of their slides for re-filing. At the end of every year an inventory will be made of the missing slides, so it is imperative that all faculty return their slides at the end of the academic year. Taking this inventory will allow VMR to keep track of what slides are missing and what slides need to be replaced. A complete inventory of the slides in the collection will be made every two to three years.

### **Guidelines and Procedures for TAs and Guest Lecturers**

- Before using the slide collection or MDID, TAs and guest lecturers must make an appointment to receive an orientation and training.
- In addition to placing a card with their last name on it in the drawer in the place of the slide borrowed, TAs and Guest Lecturers must make a copy of all of the slides they are borrowing and give this copy to a staff member after pulling their slides. The slides must be returned directly to a staff member, who will check the slides off the list before they are re-filed.

### **MMA Slide Collection**

- Effective July 2, 2005 the Photography and Slide library of the Metropolitan Museum of Art will be closing its doors to the general public to pursue a new digital initiative for distributing slides to the educational community. As a courtesy to the BGC, BGC faculty and visiting faculty will continue to have visiting and borrowing privileges by appointment only. Appointments should be made by calling the Library's main line at 212-650-2261 and are available Tuesday through Friday from 10 to 4:30 beginning in September.
- Faculty will be responsible for their own late fees.

### **Copyright Regulations**

- BGC faculty should be aware that the slide collection is subject to copyright regulations of the Copyright Law of the United States (Title 17, United States Code) and that the slides and digital images in the collection are for educational use only. Any violations of the Copyright Law relating to the use of images in the BGC collection are the responsibility of the faculty member and are not the responsibility of the Bard Graduate Center.