

## **Visual Resources Center Policies and Procedures:**

**Slides, equipment and digital images are primarily for the use of Southeastern Louisiana University faculty and students, for educational purposes only.**

Slide and/or digital projectors may be checked out by faculty only. There are approximately 65,000 slides in the collection. They are currently being digitized. If necessary they may be checked out by faculty, but we would prefer you ask that they be digitized for the permanent collection. If you check out slides they must be returned within one week. There are also carousels available for check out. Students who have need of slides or equipment for special presentation must be sponsored by a faculty member who shall be held accountable for said slides and equipment. Students are expected to return slides and equipment within one day of check out. Students under faculty sponsorship may also request digitization of images by the VRC.

### **Projectors (Digital and Analog)**

Please use the check out form in the cabinet in East Stadium for projectors you plan to use in your classroom or elsewhere. Note check out date and time and date and time of return. Equipment check out for analog projectors is on the honor system. Your cooperation will insure that appropriate equipment is available when needed. Use of projectors within East Stadium lecture area does not require official check out. Several of the VR Centers digital projectors will be in available for check out in the VRC. Please see Lynda Katz if you need to check one out

### **Slides & Digital Images**

We are no longer making slides for the collection. If you need **digital images**, please supply a source (book, periodical, slide, etc.) from which we can make a copy (for educational purposes only). Please fill out the scan/photo order form or make a list of the plate numbers in the book or periodical. If you make a list please be prepared to leave the book with us until the images are catalogued. **Do NOT flag them with post-it notes - these leave a sticky residue which is harmful to the image.** Violators will be shot at dawn ;) Any **images** should be requested a minimum of 3 weeks before they are needed. Longer notice is preferable, since we are always trying to support new courses digitally.

If you need **digital images** we will scan them or shoot them on the copy stand. We can also scan any slide in the collection for you. We will research any images you request to ascertain if they can be legally digitally licensed and do so if possible. Please make sure all metadata for each image is complete so the images may be properly catalogued in a searchable database. This way we can build the departmental collection

and insure that there is an archival image of the highest possible quality. Slides and digital images may be used for educational purposes only under fair use copyright law. **If you wish to publish an image, you are responsible for obtaining permission from the copyright holder.** Images you post on the web should be available only on password protected sites available only to students and faculty.

**All images produced in the Visual Resource Center become the property of the collection.** Copies of the images can be made available if appropriate storage media is supplied (flash drives, CD's DVD's).

We are currently cataloguing and developing the digital collection. Ultimately this will make the collection more accessible to all of you. The VRL has its own server which runs the MDID2: <https://mdid2.selu.edu> This will allow each of you to store your personal collection (your images, student work etc.) online and to access the VR collection online. Log on with your w# and e-mail password. After your first log on please notify the Visual Resources Coordinator, Lynda Katz at [katz@selu.edu](mailto:katz@selu.edu) in order to receive full access.

**Slides must be checked out from the slide library as follows:** Turn on the computer on the brown wooden desk (workstation only) and place them label down on bed of the scanner next to that computer. Push the button with the printer icon and make 2 copies. Otherwise, place the slides in a transparent slide sheet (in the check out bin) and copy them face down on the zerox machine in the main office. Make sure that the labeling on the slides is copied! Write your name and the date of check out and expected return date on one copy and place it in the check out bin. Keep the other copy for your reference. When you return your slides please place the slides in the transparent slide carrier in the check in bin in the VRC. Attach your copy of the slide check out form with your name and date of return. **Please do not file your slides**—Visual Resource Staff will do this for you.

If you know which slides you wish to check out you may submit a request in writing to the Visual Resources Coordinator at least 2 days in advance and I will pull them for you. If you have a recurring need for the same slides each semester you may place a standing order which I will pull for you or digitize, but you will be expected to return slides as soon as you use them so other faculty will also have access to them. (Art Survey teachers are issued a teaching set of digital images which they may keep for the duration of the semester for testing purposes etc.) All borrowed slides remain the property of the Visual Resource Collection.

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**If you have any problems or concerns, please let the Visual Resource Coordinator know. We are very interested in your suggestions and needs:** (985) 549-2494 | [lkatz@selu.edu](mailto:lkatz@selu.edu) | East Stadium Annex 103