

Visual Resource Center Policies

3rd Floor, ART 3.01.03C, art.utsa.edu/vrc, utsavisualresourcecenter@gmail.com, (210) 458-6701

Overview

The Visual Resource Center (VRC) provides Art & Art History faculty and students supplemental learning materials such as art books, images, magazines, videos, and equipment needed to complete assignments in departmental classes.

VRC Lending Policies

1. VRC equipment can only be checked out by students currently enrolled in a studio art class in the Department of Art & Art History (AAH), AAH faculty, and AAH staff.
2. Each borrower must sign an agreement with the VRC upon the first time checking an item out.
3. Equipment must be borrowed in person with a valid UTSA ID.
4. Equipment lending periods are for 2 business days. Media, such as books, mags, movies, have a lending period of 7 business days.
5. Borrowers may check out up to 5 items at a time.
6. Returns are due by close on the due date. For the most up to date VRC open hours, refer to art.utsa.edu/vrc or call the VRC at (210) 458-6701.
7. 2 renewals are allowed per item.
8. Renewals and reservations can be made in person, by phone, or by email.
9. All items must be returned in the same condition as borrowed. Borrowers are subject to pay for any damages to the equipment or lost items.
10. Never leave equipment unattended.
11. Items must be returned to a VRC staff member during VRC open hours.
12. Make sure all the items in a bag or box match the label.
13. If not returned or renewed by due date, the borrower will receive 2 overdue reminders by email. On the 3rd day of no contact, the VRC will begin issuing a \$20 late fee per item, per each additional day overdue.
14. If an item is lost or stolen, contact the VRC immediately so that we may proceed accordingly: if the item has a UTSA asset tag in addition to the VRC bar code, the UTSA police will be involved, and possibly the SAPD.
15. The borrower is responsible for the full replacement cost of the item(s) and holds will be placed on University and departmental accounts until payment is made in full.
16. Certain items are only available to students taking specific classes (See Equipment Catalog in the VRC for restrictions). The VRC uses class rosters to verify course restricted equipment access. Checking out items for other students who do not have these privileges will result in the indefinite suspension of your VRC access.

Visual Resource Center Policy Agreement

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Overview

Before items can be checked out from the VRC, a user must complete the following form. Please review the previous policies, enter the following information, and sign the registration.

Name: _____

UTSA Banner ID (@#####): @_____

Circle Classification: Undergraduate Graduate Faculty Staff

Art Major? Y | N

Major Concentration: _____

Expected Graduation Semester & Year: _____

Preferred Email*: _____

(*Please give email that you check often, we will send any overdue reminders to this email so that you may avoid accruing late fees.)

Phone Number: _____

I have read and agree to the terms and conditions in the VRC Lending Policies and have been provided a copy for reference. This policy is also online at art.utsa.edu/vrc

Student/Faculty Signature: _____ Date: _____

VRC Staff Name: _____

VRC Staff Signature: _____ Date: _____