



Department of Art & Art History Slide Collection Borrowing Procedures

Who is eligible:

All members of the Tufts University Community who need images for presentations on the Medford campus.

Duration of 35mm slide loans:

While slide presentations may be assembled in advance and left in the Collection, slides **may not be physically out of the building longer than 24 hours or you may be subject to a fine**. Slides used for presentations within the building should be taken out immediately before the presentation and returned by the borrower immediately after. This is to ensure that Art History faculty have priority access to the slides.

How to borrow 35mm slides:

If you have never borrowed slides before, please introduce yourself to a Collection staff member and we will run you through the procedure. All tags, forms & additional directions are found under the clock in the Collection.

Students in an Art History class should use tags designated "Art History Student" and print their name legibly on the card. A card should be placed in the spot the slide was pulled from in the drawer. After the slides are assembled, a long form (found under the clock) must be filled out completely and given to a staff member of the Collection. The slides then should be placed in a box with a slip of paper listing your name, date of presentation and class. These slips are in the Art History Student tag box (under the clock). Place the box of slides under the clock. If you do not put the date of your presentation on the slip, your slides may be re-filed! **Slides must stay in the Collection until presentation.**

All other borrowers should use "Special Borrower" tags. This is used by anyone who is not borrowing slides for an Art History class. Print your name legibly on the tags and fill out a Special Borrower form, which a staff member will give you or you will find under the clock. Forms should then be given to Collection staff & slides stored in a box under the clock until presentation. Reminder: **Slides may not be physically out of the building longer than 24 hours or you may be subject to a fine.**

35mm Slide Viewing:

There are light tables available for use in the Collection. You may need to share them during periods of heavy use. If you need to project your lecture please make arrangements with the Department Assistant, who will book you into a room with a projector in this building.

Returning 35mm Slides:

Please hand your box of slides to a staff member who will count them and check that they have all been returned. If no staff is available, please leave slides on desk in the Slide Work Room with your name attached. Your slides will be checked against the form you filled out initially. If slides are found missing, you are responsible for returning slides or you may be subject to a fine.

Videos & DVDs:

These can be checked out for three days or **you may be subject to a fine**. Please check with a staff member for this procedure.

Fines:

Videos & DVDs: Videos & DVDs not returned after 3 days are subject to a \$2 a day fine per video/DVD for each additional day not returned. Videos/DVDs returned damaged maybe fined the price of a replacement.

35mm Slides: For every 10 slides the fine is \$1 a day for each additional day not returned. For example: 20 slides overdue for 5 days is a \$10 fine.