

VISUAL RESOURCES CENTER SERVICES AND POLICIES

Fleming Law Building, Room 82
<http://www.colorado.edu/arts/vrc/vrc.html>
303-735-1640

The VRC is funded and operated by the Department of Art & Art History. Our primary mission is to provide and facilitate access to images, imaging, and related information resources for teaching and research in the Department of Art & Art History. This includes:

- **Resources, training, and support in digital imaging and image presentation software;**
- **A departmental image collection and support for other important image resources such as ARTstor;**
- **Equipment for use in creative work, documentation, and classrooms within the department.**

While we limit the use of our equipment to the department, we share digital images with all current faculty, staff, and students at the University of Colorado. We are happy to help with policies and procedures -- if you are not sure, please ask.

VRC STAFF

Director: Elaine Paul (Elaine.Paul@colorado.edu; 303-492-6136).

Contact Elaine for VRC orientations, after-hours access, and questions about the digital image collection, ARTstor, and VRC policies.

Digital Imaging and Technology Coordinator: Lia Pileggi (Lia.Pileggi@colorado.edu; 303-735-1640).

Contact Lia for training in digital imaging, equipment use, and Fleming classroom support.

The VRC also employs student workers, including two graduate assistants and several work-study staff members.

HOURS

REGULAR SEMESTER: Monday - Friday, 8:00 a.m. – 4:00 p.m.

SUMMER: Monday - Friday, 9:00 a.m. - 4:00 p.m. (may close for lunch during summer sessions and finals week)

INTERSESSIONS, CAMPUS HOLIDAYS, AND BREAKS: CLOSED

Please note: circumstances may occasionally cause the VRC to close during its posted hours.

FACULTY ACCESS

Please schedule a brief orientation in the VRC before using the facilities. Following this required orientation, some of our equipment and services are self-serve for Art & Art History faculty. However, if any training is needed in digital imaging, software, equipment use, etc., please make an appointment in advance with VRC staff. Instructors may request after-hours access to equipment. You will need to provide the last seven digits of your Buff OneCard to the VRC. For information about obtaining a Buff OneCard, call 303-492-0355.

GRADUATE STUDENT ACCESS

Art & Art History graduate students may use the VRC after the required summer orientation. If you were not present for this session, you must schedule an orientation before using the facilities. Some of our equipment and services are self-serve for graduate students, but if formal training is needed in digital imaging, software, equipment use, etc., please make an appointment in advance with VRC staff. Graduate students may request after-hours access to equipment. You will need to provide the last seven digits of your Buff OneCard to the VRC. For information about obtaining a Buff OneCard, call 303-492-0355.

UNDERGRADUATE STUDENT ACCESS

Undergraduate students enrolled in Art & Art History courses may borrow VRC equipment, DVDs and slides for coursework, but checkout must be conducted by a VRC staff member during regular VRC hours and students must present a Buff OneCard at the time of checkout. If formal training is desired in digital imaging, software, equipment use, etc., please make an appointment in advance with VRC staff.

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DIGITAL IMAGING AND IMAGES

PUBLIC SCANNING STATIONS

The VRC maintains scanning stations for Art & Art History faculty and students and provides training to department members in image scanning, processing, and archiving strategies for purposes such as classroom presentations and artist portfolios. The scanning stations include Macintosh machines with Adobe Photoshop, flatbed scanners, and slide scanners.

Each of the scanning stations includes the following:

iMac (Intel Core 2 Duo) with Adobe Photoshop

Flatbed scanner: Epson "Perfection 4490," letter size, optical resolution 4800 ppi

Slide scanner: Nikon "Coolscan V ED," optical resolution 4000 ppi

By logging on to these computers, you agree to the following policies:

- First come, first served. Undergraduate students may use the equipment during VRC hours only. Art and Art History faculty and graduate students may use the equipment after hours with Buff OneCard access.
- This equipment is to be used only for digital imaging related to studies in the Department of Art & Art History.
- If you need any formal training in image scanning or processing, you must schedule a personal training session *in advance* with Lia Pileggi: 9:00 AM - 3:00 PM, Mon. - Fri. (Lia.Pileggi@colorado.edu; 303-735-1640).
- No scanning slides from the VRC slide collection (for copyright reasons) -- personal slides only. If you would like digital images made from VRC slide collection, please ask VRC staff.
- Plan ahead in the event of occupied scanning stations or unexpected VRC closure.
- Users must observe copyright laws and understand the basic tenets of "fair use":

Sections 107 through 118 of the Copyright Act provide exceptions to the exclusive right of copyright owners to reproduce or to authorize others to reproduce their work. One of these is "fair use." Section 107 contains a list of circumstances in which reproducing a copyrighted work may be "fair," such as criticism, comment, news reporting, teaching, scholarship, and research.

Section 107 also sets out four factors to be considered by courts of law in determining whether the fair use exemption applies:

1. the purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. amount and substantiality of the portion used in relation to the copyrighted work as a whole;
4. the effect of the use upon the potential market for or value of the copyrighted work.

The distinction between fair use and infringement can be difficult to define. There is no exact number of copyrighted images, words, notes, etc. that may safely be copied without permission. Citing sources does not substitute for permissions from copyright holders. *Educational use does not grant the right to unlimited reproduction of copyrighted materials – the courts examine all four fair use factors.* In the reproduction of copyrighted materials for educational use, the effect on the market or the *potential market* is especially important to consider, as is restraint concerning the amount and substantiality. Images of cultural objects can involve two layers of copyright protection: that of the owner of the underlying work, and that of the owner of the *image* depicting that underlying work. While the underlying work may be in the public domain, a photograph of it may simultaneously be protected by copyright. One should not digitize images that are reasonably available commercially in digital form (please see Elaine Paul about commercial images that the VRC can purchase). Nor should one digitize slides purchased from vendors or museums without obtaining permission first (there is usually a condition of sale prohibiting such copies, which supersedes the fair use exemption). It is imperative that access to commercial and fair use images be limited to the CU community, preferably to students enrolled in the course for which the materials are being used (e.g., classroom display and protected Web sites only).

DIGITAL IMAGING AND IMAGES cont.

VRC DIGITAL IMAGE COLLECTION

OVERVIEW

The VRC digital image collection exists to support the curriculum of the Department of Art and Art History. It consists mostly of still images, but includes a growing number of video and sound files. It houses materials related specifically to the department (such as MFA thesis images, images of faculty work, and images from the department's Visiting Artist program) and to courses offered in the department, especially images that are not readily available in digital form elsewhere (such as contemporary art and specialized content related to faculty expertise).

The image collection is housed in Luna Insight software. There are currently two modes of access to the collection: the Insight Java Client and the Insight Browser Client. Art and Art History faculty and students may obtain the Java client on disc in the VRC. It provides more functionality, including cross-collection searching and image exports, than the Browser version, which is accessible through University of Colorado Digital Library (CU-DL) (<https://www.cu.edu/digitallibrary/>). More information about using the Luna Insight software can be found through the CU Digital Library's Help section. The VRC can also provide training and support in its use.

The Art and Art History VRC is a founding member of the University of Colorado's Digital Image Collaborative, an image buying and sharing consortium. The other members are the Auraria VRC (Denver campus) and the College of Architecture and Planning VRC (Boulder and Denver campuses). Each unit purchases and creates digital images to meet its immediate curricular needs, then shares these images via Luna Insight across the University of Colorado. The VRC Digital Image Collection, other CU collections, and publicly shared collections from institutions around the world that use Luna Insight are available through the CU-DL.

COLLECTION DEVELOPMENT POLICY Collection development occurs in part by Art and Art History instructor request. Requests should enhance the collection and support the curriculum. The VRC also routinely acquires images of MFA thesis, Visiting Artist, and faculty work. The VRC also gratefully accepts donations of high quality digital images if they 1) support our curricular mission, 2) comply with US copyright laws, and 3) are accompanied by the information needed for cataloging.

VRC SCANNING SERVICES

ORDERING IMAGES

Upon Art & Art History faculty request, the VRC scans images needed for teaching and learning within the department. For each order the faculty member or graduate teacher should complete and submit a request form for the type of source material to be scanned (i.e., printed materials, VRC slides, or personal slides). These forms are simple to fill out and are available for download at http://www.colorado.edu/FineArts/vrc/vrc_digital_image_orders.html. They may be completed and e-mailed as attachments to Elaine.Paul@colorado.edu at the time of the order.

In observance of fair use, the VRC cannot scan images that are reasonably available from vendors. The VRC is happy to purchase these commercial images to be included in the collection for educational purposes. To avoid scanning images already available in digital form, the VRC encourages instructors to first check the VRC digital image collection and ARTstor before requesting VRC scanning.

TURNAROUND

While the VRC requests a two-week turnaround with a maximum of 40 images per two-week period, we will do our best to accommodate rush orders. *However, we cannot always guarantee our availability for rush orders* (and we appreciate being given adequate time to do our job well). It is best to plan ahead whenever possible.

CATALOGING AND ARCHIVING

To reduce redundant digitization efforts in the future, each image scanned by the VRC is cataloged for ongoing access in the VRC digital image collection, which is housed in Luna Insight software.

DIGITAL IMAGING AND IMAGES cont.

ARTSTOR

The University Libraries subscribes to ARTstor (www.artstor.org), a digital library of over one million “images in the areas of art, architecture, the humanities, and social sciences with a set of tools to view, present, and manage images for research and pedagogical purposes.” The VRC provides training and support in this valuable resource. ARTstor allows you to:

- Browse content by collection, classification, or geography
- Search content by keyword or advanced search terms (e.g., date and geographic origin)
- Sort search results by date, creator, or title
- View images and image data
- Zoom in on and pan images for greater detail
- Print and save images and related data to other hardware (e.g. CD, memory stick, hard drive)
- Create groups of images for later retrieval and presentation
- Organize image groups into shared folders
- Direct other ARTstor users to images or image groups
- Upload personal images and sound files to the ARTstor platform
- Export images and image groups to ARTstor's Offline Image Viewer (OIV) presentation tool
- Save citations for images or image groups, and email or print these, as well as export them directly into EndNote, ProCite, RefWorks, Reference Manager, or a text file

ARTstor has excellent help documentation at http://help.artstor.org/wiki/index.php/Main_Page.

The most important things to know first about ARTstor:

- Access to ARTstor is limited to faculty, staff, and students on the Boulder campus. ARTstor authorizes access in three ways: 1) when you visit the site from a campus IP address; 2) when you visit from off campus through a VPN connection (free software that makes you appear to be entering ARTstor from campus -- available at www.colorado.edu/its/vpn); 3) when you access the site through its Remote Access Grace Period. Here you first register for an account in ARTstor from an on-campus computer, and each subsequent time you log on to your account from a computer on-campus, you initiate a 120-day remote access grace period that allows you to log on from any computer off campus.
- ARTstor is a heterogeneous collection of collections. ARTstor gets its digital images and associated descriptive information from a variety of sources, such as museums, archives, collectors, and vendors. Because cataloging standards can vary from collection to collection, it is important to remember that search results can at times be inconsistent. Some images are cataloged with more detailed and granular records than others, and spelling may not always conform to the same standards (such as “thangka” and “tanka”). It’s best to begin a search with broad parameters and narrow it as needed, and consider possible alternate spellings of names and terms.
- Over 90% of ARTstor’s images may be exported at projection size for use in classroom presentations (1024 pixels on the longest side). A few contributors to ARTstor’s collections do not permit downloads at a size of larger than 400 pixels on the longest side. ARTstor offers free streamlined image presentation software called the Offline Image Viewer (OIV). The OIV is like PowerPoint designed especially for images. All ARTstor images may be downloaded into the OIV (where they are encrypted in the software) and viewed at a higher resolution (up to 3500 pixels on the longest side). This software permits you to add your own images, and import existing PowerPoint presentations. The VRC can provide support and training in the use of the OIV software.

SLIDE COLLECTION

The VRC still maintains a collection of approximately 400,000 35mm slides. It is available to faculty and students within the Department of Art and Art History. VRC staff can assist patrons with how to find and check out slides from this collection. Slide checkout is limited to two days; carousels are available.

VISITING ARTIST VIDEOS

The VRC maintains a circulating DVD collection from the department's Visiting Artist program. There are two formats: the public lectures and the *What Follows...* artist interview series. DVDs are available for two-day checkouts, no renewals. A complete list of DVDs can be found on the VRC Web site at http://www.colorado.edu/arts/vrc/vrc_visiting_artist_videos.html.

OTHER VIDEOS AND DVDs

Norlin Library houses a large video and DVD collection, which can be searched through the library's Chinook database at <http://libraries.colorado.edu>. Call 303-492-7477 for more information.

EQUIPMENT AND FACILITIES

The VRC provides equipment for use in creative work, documentation, and classroom use. These resources are available to all faculty and students in the department. Students must present their Buff OneCards at the time of checkout. See pp. 8-9 for complete checkout policies.

For complete equipment specifications, see links on http://www.colorado.edu/arts/vrc/vrc_equipment_and_classrooms.html

EQUIPMENT FOR CREATIVE WORK AND DOCUMENTATION (2-DAY CHECKOUT)

Checkout period is 2 business days. This means that an item checked out at any time on the checkout date is due back 2 *business days* later by 3:45 p.m. (when items are due back on campus holidays or closures, the due date falls on the next non-holiday date).

Digital SLR Cameras

Canon EOS Rebel XSi (a.k.a. 450D) with Canon EF-S 18-55mm f/3.5-5.6 IS Autofocus Zoom Lens

Lenses

Canon EF-S 55-250mm f/4-5.6 IS Autofocus Lens for Select Digital SLR Cameras

Camcorders

Sony DCR-HC52 MiniDV Camcorder

Tripods

Velbon Videomate 607 with PH-368 2 Way Fluid Head (Quick Release) & Case

Lightkit

Smith-Victor K22U-A Tungsten Light Kit (120-240V AC)

Data Projectors

Epson PowerLite 78 (1024x768)

EQUIPMENT FOR CLASSROOM AND SHORT-TERM USE (4-HOUR CHECKOUT)

An item with a 4-hour checkout period for which the 4-hour checkout period ends after 3:45 p.m. (closing time) must be returned the following business day by 9:00 a.m. (when items are due back on campus holidays or closures, the due date falls on the next non-holiday date).

Laptop Computers

MacBook 1GB DDR2 SDRAM, 1.83 Ghz Intel Core Duo "Fatima"

MacBook 1GB 667 DDR2 SDRAM, 2.1 GHz Intel Core Duo "Suki"

iBook 640 MB SDRAM, 800MHz PowerPC G3 "Gomez"

MacBook 1GB DDR2 SDRAM, 1.83 Ghz Intel Core Duo "Rajeev" (Marine Street facilities)

EQUIPMENT AND FACILITIES cont.

Data Projectors

Epson PowerLite 822P/83C LCD, 1024x768 resolution "Jemaine"

Epson PowerLite 822P/83C LCD, 1024x768 resolution "Bret"

Epson PowerLite EMP-82C LCD, 1024x768 resolution "Fabio" (Marine Street facilities)

TV/DVD/VHS Carts

(3) SONY Trinitron Monitors, DVD/VHS Sony Combo decks (one in Marine Street facilities)

Opaque Projector

Buhl Opaque Projector

Overhead Projectors

(2) 3M Overhead Projector (one in Marine Street facilities)

External Computer Speakers

Creative Labs Inspire T3100 computer speakers with woofer

Logitech R-20 multimedia speaker set with woofer (Marine Street facilities)

Miscellaneous

Kensington wireless computer remotes

MAC VGA adapters (dongles) for various laptop models

VGA cables

Ethernet cables

RCA cables

S-Video cables

Extension Cords

SONY CD/RADIO/CASSETTE-CORDER Boom box

MEDIA-EQUIPPED CLASSROOMS

MEDIA-EQUIPPED CLASSROOMS AVAILABLE FOR RESERVE IN VRC (Fleming rooms 102, 103, 154, and 51)

- The schedule for rooms 102, 103, 154, and 51 is available in the VRC.
- Sign-up is self-serve; please reserve in person -- 3-hour limit.
- Always sign up to use these rooms before using them.
- If used for critique spaces, room must be vacated, cleaned and ready for slide viewing by the end of the scheduled period. Faculty members will be contacted if students leave room in unacceptable condition.

Fleming Room 102 (Lecture Room; maximum 46 people)

SMART classroom with data projector, DVD/VCR player, and sound. Two slide projectors, ethernet connection, wireless internet.

Fleming Room 103 (Lecture Room; maximum 46 people)

SMART classroom with data projector, DVD/VCR player, and sound. Two slide projectors, ethernet connection, wireless internet.

Fleming Room 154 (Lecture Room; maximum 82 people)

Two slide projectors, ethernet connection, wireless internet (must check out portable data projector for digital presentations).

Fleming Room 51 (Seminar Room; maximum 25 people, with 15 seated comfortably around the table)

Two slide projectors, wireless internet (must set up portable data projector for digital presentations).

EQUIPMENT AND FACILITIES cont.

OTHER MEDIA-EQUIPPED CLASSROOMS IN FLEMING (ITS Media Equipped Classrooms)

The scheduling liaison for the following rooms is Linda Finrock (303-492-4466).

Fleming Room 104 (Lecture Room; maximum 68 people)

SMART classroom with data projector, DVD/VCR player, and sound. Two slide projectors, ethernet connection, wireless internet. All equipment supplied and maintained by Classroom Support (call 303-735-HELP).

Important: instructors must contact Classroom Support for technical support. Telephone in classroom dials directly to 303-735-HELP.

Fleming Room 155 (“Courtroom” Lecture Hall; maximum 200 people)

SMART classroom with data projector, DVD/VCR player, and sound. One slide projector, ethernet connection, wireless internet. Slide projector supplied and maintained by VRC. Data projector and built-in DVD/VCR supplied and maintained by Classroom Support (call 303-735-HELP).

Important: instructors must contact Classroom Support for technical support. Telephone in classroom dials directly to 303-735-HELP. Contact VRC for help with slide projector.

ITS MEDIA-EQUIPPED CLASSROOMS ELSEWHERE ON CAMPUS

Equipment is supplied and maintained by ITS Classroom Support. **Important:** call 303-735-HELP in advance for keys to equipment cabinets and training in use of the equipment. These rooms include the following lecture halls: Chemistry 142, Benson Earth Sciences 180, Humanities 1B50, and Ramaley C250, Chemistry 140, Duane Physics G1B20, Duane Physics G1B30, Mathematics 100, and Muenzinger E050. Keys to access the media equipment in these rooms as well as other ITS Media Equipped Classrooms can be obtained from the web order form at <http://www.colorado.edu/its/classrooms/support/keys/csform.html>, or the IT Service Center on the first level of the Telecom building, located just south of the Euclid parking garage. Call 303-735-HELP (5-4357) for more information. Instructors are encouraged to avoid the rush and get their keys as early as possible before the start of the semester.

EQUIPMENT CHECKOUT POLICIES

UNDERGRADUATE EQUIPMENT CHECKOUT POLICIES

- Use of VRC materials is for Art and Art History course-related activities only, by currently registered students.
- All checkouts and returns must be conducted by a VRC staff member; the borrower must present his or her Buff OneCard at the time of checkout.
- Items are not considered returned until all components (including cables, remote controls, etc.) are returned. In the case of items returned with missing components, the borrower will be billed for the overdue fee on the item until all components are returned.
- The borrower is responsible for the security of items and must pay for the replacement of lost or stolen items. Borrowers must return items in good working condition.
- Repair, replacement, and overdue fees are billed to the student borrower, who is notified by e-mail (payments in the form of cash or check only). Failure to pay within 30 days results in a charge on the student's account with the Bursar's Office, with an additional 22% surcharge for processing (Bursar's Office fee).
- In the case of items returned but needing repair, the borrower will be billed for actual repair costs plus shipping charges.
- For overdue fees assessed per hour, overdue time is calculated by rounding up to the next hour.
- Overdue fees accrue until the item is returned or the replacement fee is reached, at which point the borrower will be billed for the item's replacement fee.

EQUIPMENT AND FACILITIES cont.

GRADUATE STUDENT CHECKOUT POLICIES

- Use of VRC materials is for Art and Art History course-related activities only, by currently registered students.
- Following the required VRC orientation, checkout and return of 4-hour equipment is self-serve for graduate students.
- Checkout and return of 2-day equipment must be conducted by a VRC staff member; all graduate students must present a Buff OneCard to check out this equipment.
- Items are not considered returned until all components (including cables, remote controls, etc.) are returned. In the case of items returned with missing components, the borrower will be billed for the overdue fee on the item until all components are returned.
- The borrower is responsible for the security of items and must pay for the replacement of lost or stolen items. Borrowers must return items in good working condition.
- Repair, replacement, and overdue fees are billed to the student borrower, who is notified by e-mail (payments in the form of cash or check only). Failure to pay within 30 days results in a charge on the student's account with the Bursar's Office, with an additional 22% surcharge for processing (Bursar's Office fee).
- In the case of items returned but needing repair, the borrower will be billed for actual repair costs plus shipping charges.
- For overdue fees assessed per hour, overdue time is calculated by rounding up to the next hour.
- Overdue fees accrue until the item is returned or the replacement fee is reached, at which point the borrower will be billed for the item's replacement fee.

FACULTY CHECKOUT POLICIES

- Use of VRC materials is for Art and Art History course-related activities only.
- Following the required VRC orientation, checkout and return of 4-hour equipment is self-serve for faculty members.
- Checkout and return of 2-day equipment must be conducted by a VRC staff member; faculty members need not present a Buff OneCard to check out this equipment.
- Items are not considered returned until all components (including cables, remote controls, etc.) are returned. In the case of items returned with missing components, the borrower's area will be billed for the overdue fee on the item until all components are returned.
- The borrower is responsible for the security of items and his or her departmental area pays for the replacement of lost or stolen items. Borrowers must return items in good working condition.
- Repair, replacement, and overdue fees are billed to the borrower's departmental area.
- In the case of items returned but needing repair, the borrower's area will be billed for actual repair costs plus shipping charges.
- For overdue fees assessed per hour, overdue time is calculated by rounding up to the next hour.
- Overdue fees accrue until the item is returned or the replacement fee is reached, at which point the borrower's area will be billed for the item's replacement fee.

RELATED RESOURCES ON THE CU-BOULDER CAMPUS

UNIVERSITY LIBRARIES

Main web site: <http://ucblibraries.colorado.edu>

Chinook catalog: <http://libraries.colorado.edu>

Art and Architecture Collection: <http://ucblibraries.colorado.edu/art/index.htm>

ART AND ARCHITECTURE COLLECTION

Meredith Kahn, Art and Architecture Librarian (*start date September 1, 2009*); 303-492-3966

The Art & Architecture Librarian along with the Reference and Instructional Services staff provide informational, reference and instructional services and assists in the retrieval of books and journals from the collection's closed stacks. Reference, Instruction, Collection Assistance, and Research Assistance is available in the Art & Architecture Research Office located in the Art & Architecture stacks. In-depth research consultations and library instruction sessions for your students are available by appointment.

INFORMATION TECHNOLOGY SERVICES

IT SERVICE CENTER (303-735-HELP; help@spot.colorado.edu)

Contact the IT Service Center for assistance with hardware and software. If a problem cannot be resolved via telephone or e-mail, they will send a "Bugbuster" to assist on site. You may also take laptops to the IT Service Center for assistance. They are located on the first floor of the Telecom building, just north of the Euclid parking garage.

DISTRIBUTED ACADEMIC AND CAMPUS TECHNOLOGY COORDINATOR

Steve Bailey; 303-492-1099; Steven.Bailey@colorado.edu

Technology coordinators work with faculty to identify promising technologies; and to help faculty use and develop those technologies in their teaching, research, and creative work. For example, technology coordinators might help faculty use electronic whiteboards or Web pages.

ITS EDUCATIONAL TECHNOLOGIES AND FACILITIES SUPPORT ("CLASSROOM SUPPORT")

<http://www.colorado.edu/its/classrooms/support>; 303-735-HELP

ETFS manages ITS Media Equipped Classrooms on campus. Call 303-735-HELP for equipment support in Fleming 104 and 155 (the "Courtroom").

ITS DIGITAL MEDIA SERVICES CENTER (<http://www.colorado.edu/its/graphics/>)

Located in Room 301 of the ATLAS Building, ITS Digital Media Services is a facility in which faculty and teaching assistants can edit and develop digital images, video, and multimedia content. Source materials such as graphics, audio, video and animation can be digitized, edited, and authored for delivery via DVD, CD, and the Internet. Additionally, assistance in using digital graphics and video software is available. There is no charge for use of the facility (or for a limited amount of consultation) if the work is associated with teaching or research on the Boulder campus. Please call 303-492-2672 or 5-HELP (303-735-4357) for an appointment.