

## VISUAL RESOURCES COLLECTION

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### Collection Guidelines

Slides are divided as follows:

#### **Ancient Art and Architecture**

Ancient Art and Architecture is divided into Prehistoric, Preclassical, and Classical, then each subcategory is divided (1<sup>st</sup> – architecture, 2<sup>nd</sup> – sculpture, 3<sup>rd</sup> – pottery)

#### **Medieval to Modern Architecture**

Filed alphabetically by country, then city, then specific building  
(Frescos and works *in situ* are also found here)

#### **Important Architects**

Filed alphabetically by architect's last name

#### **European Art**

Filed alphabetically by country of artist's nationality, then by artist's last name, then by media (1<sup>st</sup> – painting, 2<sup>nd</sup> – drawing, 3<sup>rd</sup> – prints, 4<sup>th</sup> – sculpture)

#### **Manuscripts**

Filed alphabetically by the city and the collection in which the manuscript is housed, then by folio number

#### **Decorative Arts**

Decorative arts are divided into period (Early Christian, Byzantine, and Western Medieval), then by type of object, then by the city and the collection in which the object is housed

#### **Photography**

Filed alphabetically by artist's last name (Miscellaneous historical photographs are also found here and filed alphabetically by category)

#### **Contemporary Art**

Filed alphabetically by artist's last name (All 20<sup>th</sup> and 21<sup>st</sup> century artists are considered contemporary)

#### **Borrowing Slides**

- Place a red borrower's card with your name clearly printed on it in the space from which you remove the slide. Do not remove the slide's white back card.
- Slides may be borrowed on the day of your presentation and must be returned immediately afterward. Slides may be pulled prior to this time and placed on hold.
- All slides must be photocopied and a borrower's slip must be completed before leaving the room. Please see a staff member for assistance.
- Slide carousels are available and may be borrowed for presentations for Art & Archaeology Courses.
- Please return slides promptly after your presentation.