

VISUAL RESOURCES COLLECTION

Department of Art & Archaeology
207 McCormick Hall
Phone: 609-258-3776
www.princeton.edu/~visres/

USE OF COPYSTAND IN MARQUAND LIBRARY

Use of the copystand in Marquand is a special privilege granted to graduate students and faculty in the Department of Art and Archaeology.

Before doing copystand photography, first check the Visual Resources Collection (McCormick 207, 8-3776) for existing slides as well as Almagest and other digital image resources such as AMICO.

Potential users must take an instructional session taught by David Connelly (Visual Resources Collection Photographer, ext. 8-3777, email: [hdavid@princeton.edu](mailto:h david@princeton.edu)) in order to become a "certified" user. Included in this instruction session will be the mechanics of using the copystand and information on how to handle books being photographed.

The department camera will be available from the Visual Resources Collection (McCormick 207, x3776). Use of this camera by graduate students in the Department of Art and Archaeology will be only by reservation. The camera is to be signed out by each user. The camera must be borrowed and returned during normal office hours. Office hours are Monday to Friday, 8:45 to 5:00.

Copystand use in Marquand Library is available Monday to Friday, 9:00 A.M. to 8:00 P.M. Books to be photographed with the copystand must first be reviewed and authorized by Marquand Library staff.

A member of the Marquand Library staff will provide access to the copystand room. Keys will not be given out. A log of copystand users will be kept. Each user must be given access separately. Users should not allow access to other people.

Copy photography services are also offered by the Visual Resources Collection and by the Index of Christian Art (John Blazewski).