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 (1st – architecture, 2nd – sculpture, 3rd – 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 (1st – painting, 2nd – drawing, 3rd – prints, 4th – 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 20th and 21st 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.