

## Hours

The Visual Resources Collection is open between 6:00 am – 3:00 pm, Tuesday – Friday. The VRC is located within the Charles C. Hight Architecture Library in the Storrs Building, and operates according to the University Library hours and regulations except as noted herein.

## VRC Policies

1. In keeping with copyright fair use guidelines, the VRC does not produce or reproduce resources for personal use. Only resources needed for classroom use and teaching purposes at UNC-Charlotte will be processed and added to the VRC collection. No resource will be processed unless it is also to be added to the VRC collection.
2. The VRC exists primarily to support the curriculum. For this reason, faculty may submit image requests based on the need for new images for teaching and research.
  - A. If you are teaching a new class, submit your image needs as soon as possible; the image order will be prioritized with other faculty requests. The VRC will need the image source, i.e., books, digital images, etc., in order to prepare the image and corresponding record. Images will not be prepared and entered into the database without related data.
  - B. If you are teaching an existing class, your image order will be prioritized with other faculty requests. Requests will be processed as quickly as possible.

## Materials Donation Policies

The VRC welcomes contributions of images, digital video and sound. If you own materials that you find useful in the classroom, consider donating them to the VRC. Offered resources must not duplicate resources currently in the VRC and must be accompanied with appropriate identifying information. Minimum information includes: creator's name, title / subject name and location, creation date, date photographed, photographer's name.

To donate materials to the VRC, email them to [jduncan@uncc.edu](mailto:jduncan@uncc.edu), send them through inter-office mail, or bring them to the VRC in the Architecture Library, Storrs 200F. When you donate materials, you are agreeing to the scholarly use of those materials by the COA+A community. They may be used in various formats; they may not be added to the collection. The [Media Donor Agreement](#) must be filled out and signed when materials are donated to the VRC.

## Copyright Policy

The CoAA Visual Resources Collection will acquire and make available images in accordance with the United States Copyright Act ([U.S. Copyright Act of 1976, U.S. Code Title 17](#)) and the University of North Carolina at Charlotte [University Policy 315, Copyright Policy](#).

The CoAA Visual Resources Collection will rely on the [Educational Fair Use Guidelines for Digital Images](#), developed by CONFU: Conference on Fair Use, as well as the [Image Collection Guidelines](#) of the [Visual Resources Association](#) in its efforts to comply with United States copyright law.

Reproduction, distribution, downloading, copying, or publication of images may be subject to restrictions. For clarification on use limitations, see the [Digital Image Rights Computator \(DIRC\)](#), the [Copy Photography Computator](#), or contact [Jenna Duncan](#), Visual Resources Lecturer, University of North Carolina at Charlotte.