The Visual Resource Center provides Art & Art History faculty and students supplemental learning materials such as art books, images, magazines, videos, and equipment needed to complete assignments in various photography and new media classes. We have a lounge space to read and study, as well as two Mac computers with scanners and printers for student and faculty use.

**VRC Lending Policy Agreement:**

- **The lending of VRC equipment is for enrolled Art majors and current Faculty and Staff only.**
  
  - Equipment must be borrowed *in person* with a valid UTSA ID.
  
  - Equipment lending period: 2 days. Media (books, mags, movies): 7 days.
  
  - Borrowers may check out up to 5 items at a time.
  
  - Returns are due by Noon on the due date, before closing at the latest.
  
  - 2 renewals are allowed, pending any reservations exist for the item.
  
  - Renewals and reservations can be made in person, by phone, or by email.
  
  - All items must be returned in the same condition as borrowed. Borrower is subject to pay for any damages to the equipment.
  
  - Items must be returned to a VRC staff member. In the event that the VRC is closed during regular posted hours, items can be returned to the Art Office staff in 4.01.06.

- **Never leave equipment unattended.**

  - If not returned or renewed by due date, the borrower will receive 2 documented overdue reminders by email.

  - On the 3rd day of no contact, the VRC will begin issuing a **$20 late fee per item, per each additional day overdue.**

  - If an item is lost or stolen, contact the VRC immediately so that we may proceed accordingly: if the item has a UTSA asset tag in addition to the VRC bar code, the UTSA police will be involved, and possibly the SAPD. The borrower is responsible for the full replacement cost of the item(s), and holds will be placed on UTSA and VRC accounts until payments are fulfilled.

- Certain items are only available to students taking specific classes (See Equipment Catalog for restrictions). The VRC uses class rosters to verify privileges. Checking out items for other students who do not have these privileges will result in the indefinite suspension of your own VRC privileges.
Name: ___________________________________________________________

UTSA Banner ID (@########): @_____________________________________

Circle One:  Art Major   Faculty   Staff

Concentration: _____________________________________________________

Expected Graduation: ________________________________________________

Preferred EMail*: ___________________________________________________

(*Please give email that you check often, we will send any overdue reminders to this email so that you may avoid accruing late fees.)

Phone: ____________________________________________________________

I have read and agree to the terms and conditions in the VRC Lending Policy Agreement and have been provided a copy for reference. This policy is also online at art.utsa.edu/vrc

Student/Faculty Signature: ___________________________________________ Date: _____________

VRC Staff Signature: _________________________________________________ Date: _____________