

**Visual Resources Collection
College of Architecture and Urban Planning
University of Washington**

VRC Acquisition Policy

The Visual Resources Collection acquires images by

- purchasing images and permissions from commercial vendors
- accepting donations of original, identified images in good condition
- producing images from printed material (like books and periodicals) under the criteria that determine "Fair Use" under US copyright laws, and in accordance with UW legal counsel
- photographing sites, buildings, and events of interest and importance to the College and the community

The Director of the VRC is responsible for collection development. The Director will:

- provide procedures for faculty and students to request the creation or purchase of images
- strengthen areas of the Collection to respond to changes to the College curriculum
- accept donations of images suitable for the College curriculum
- avoid duplication of images
- manage the acquisition budget of the Collection efficiently
- maintain a secure environment for images

Note on the nature of images in the Collection:

Since the 1950s, the Collection has focused on the acquisition of images for the College in 35mm slide format. In 2001, the Collection began to acquire digital images in addition to 35mm slide images. The majority of images acquired by the Collection in the 2006-2007 academic year are digital images. The Collection will continue to circulate and maintain the existing 35mm slide images. 35mm slides that may be legally and efficiently converted to digital format will be processed by the Collection at faculty and student request, and as part of Collection development.

March 14, 2007