

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

VRC De-Accessioning Policy

The Visual Resources Collection will de-accession assets under the following criteria

Images

35mm slides, lantern slides, and digital images will be removed from the Collection if they are damaged, obsolete, or of poor quality AND can be replaced by an exact (or nearly exact) replacement image in a format that can be used for teaching and research.

If no replacement image can be found, the damaged or poor quality image should be retained in the Collection, BUT MAY be removed from circulation if the damage will endanger other collection assets, if the quality is so poor as to make the image unfit for classroom projection, or if the image format is rendered obsolete.

If an image is to be de-accessed from the Collection, the accession record for that image must be marked with the date and reason for discarding, and the accession number of the replacement image must be noted. The de-accessioned images should be discarded in a thorough manner: 35mm slide film should be removed from its mount and discarded, all surrogates of a de-accessioned digital file should be deleted.

Original images should be rarely be de-accessioned.

If an image format is determined to be obsolete and no longer useful to the academic needs of the College, de-accessioning criteria should be re-evaluated. Issues to consider under those circumstances:

- faculty donations to the collection of images that may be appropriate for inclusion in the UW Special Collections or Historic Archives.
- legal issues that may complicate discarding or donating images purchased from commercial image vendors
- legal issues that may complicate the donation of images from printed material acquired by the Collection under the provisions of "Fair Use" of the US copyright law

Equipment

Note: Equipment in the VRC includes the cabinets, hardware, and furniture used to store the digital assets of the collection.

Equipment will be de-accessioned from the Collection if it is damaged, obsolete, or unused. Equipment that is discarded must be surplused according to the policies of the College, the University, and the State of Washington.