

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

Room Key Policy

Faculty in the College of Architecture and Urban Planning may request a key to Room 330, the Visual Resources Collection, for after-hours access to the Collection.

Full-time faculty members may have long-term key loans; part-time and/or visiting faculty may have short-term key loans.

All key loans must be arranged through the Director of Visual Resources. A Loan Form must be filled out and signed for each key. *The loan of a room key is at the Director's discretion.*

Student assistants currently employed in the Visual Resources Collection may be assigned a key to Room 330, the Visual Resources Collection.

Keys to Rooms 330 A and 330 B (The Director's Office and the VRC Equipment Room) are not loaned to faculty.

Note:

The Visual Resources Collection was re-keyed in August 2006, after the room was re-carpeted and retrofitted for seismic safety.

The Gould Hall Building Coordinator, Barbara Masaki, has a key to the Visual Resources Collection (including Rooms 330A and B) in case of emergencies.

June 22, 2007