

# Slide Collection

## Audio Visual Unit

### Subject coverage

The collection of over 100,000 slides is primarily concerned with art, architecture, design and related subjects. There is also a special collection of slides of Oxford buildings.

### Borrowing by staff

Teaching staff wishing to use the collection should speak to the Audio Visual Librarian. Each regular user has their own set of coloured cards kept in the Audio Visual Unit office; when borrowing slides the user substitutes a card in the slide pocket for each slide borrowed. Staff must record details of the slides they have borrowed on a slide issue sheet from the Audio Visual Unit office. There is no limit to the length of the loan for teaching staff though they are expected to return them immediately if requested, and regularly at the end of each term. Slides should be returned to the 'Slides Returned' tray in the Audio Visual Unit office, and should be identified with the borrower's name or coloured card.

### Borrowing by students

The slide collection is primarily a teaching tool but students may borrow for tutorial or seminar work. They will need to have a 'Student Borrower' form signed by their tutor; the forms are available from the Audio Visual Unit office. ***Students may only use the collection between 11.00 and 12.00 Monday to Friday***; if this is inconvenient they may use the collection at other times ***only by prior arrangement with Audio Visual Unit staff***.

### Borrowing conditions

Slides may not be scanned or copied in any way. If teaching staff wish to use slides away from University premises, they should inform the Audio Visual Librarian.

### Finding out what's in the Slide Collection

A printout index lists the artists represented in the collection and gives the class numbers for their slides. There are also lists of the subjects and countries included and a card index listing the unattributed architecture in the collection.

## Arrangement

The slides are grouped by subject, or type of work of art, such as sculpture, photography, prints etc. These subjects are represented by class numbers e.g. painting is 75, drawing 741. Within this arrangement they are organised chronologically by centuries [e.g. '14' in the class number represents 1400-1499]. Within each century the division is by country with number codes representing each country [e.g. (45) is Italy]. Within each country the artists are arranged alphabetically.

So, the classification for a slide of a painting by Cezanne would be:

Painting	75
19 <sup>th</sup> century painting	75"18"
19 <sup>th</sup> century French painting	75"18"(44)
Cezanne	75"18"(44)CEZ

The slides are kept in filing cabinets with each drawer labelled to show which class numbers it contains (the cabinets are locked – please ask in the Audio Visual Unit office for the keys).

## Acquisition of slides

We buy commercial slides and have a wide range of slide catalogues. Please speak to the Audio Visual Librarian if you are interested in having slides ordered for the collection from commercial sources or from illustrations in books.

If you require further information, please contact Katie Hambrook, the Audio Visual Librarian (extension 3146).