

National Gallery of Art Slide Library – Public Lending Guide

INTRODUCTION

The slide library of the National Gallery of Art serves the staff of the Gallery and the Center for Advanced Study in the Visual Arts. The slide library is also available to members of the museum and the academic community in the metropolitan area, and, on a limited basis, to qualified users from the public. The slide library is open by appointment only, Tuesday through Friday, 10:00 a.m. to 4:30 p.m. and Monday, 12:00 to 4:30 p.m.

The slide collection consists of works of art owned by the National Gallery of Art, principally painting, sculpture, and graphics of the western hemisphere, from the late Middle Ages to the present. Special areas of concentration include American art, Italian Renaissance art, and the impressionist, post-impressionist, and early modern

movements. There are no slides of non-Western art available for loan. Slides of works of art in special, temporary exhibitions may not be borrowed.

PUBLIC USE

Slides are loaned to the public through the Inter-Library Loan (ILL) system. Public users are defined as teachers at the primary or secondary school level, college professors, and educators or lecturers for non-profit organizations. Whenever possible, users without an institutional affiliation are accommodated as the limited size of the collection permits. Borrowers should contact the ILL office of their public or institutional library regarding borrowing procedures.

Borrowers may request up to fifty slides per ILL request. The slides are loaned for a two-week period from the time of receipt at the requesting institution. A single standard American Library Association ILL form must be used. It should be accompanied by a list of the works of art desired (indicating artist, title,

and accession number) and, if desired, possible alternative images. ILL requests may be faxed to the attention of the Slide Library at (202) 789-3068. The date the slides are needed must be indicated on the ILL slip to insure timely shipment of requested materials.

There is no published list of slides available for loan. To create a slide list, borrowers may search Gallery's collections at Gallery's Web site at <http://www.nga.gov>. They may also wish to consult the many publications illustrating the Gallery collections, such as *European Paintings*; *American Paintings*; or *Sculpture: An Illustrated Catalogue*. These publications will provide detailed information and illustrations to guide borrowers in making their selections.

The slide library may also be visited by appointment. Please call (202) 842-6099. No overcoats, large bags, or briefcases are allowed in the library. *Visitors should check all coats and bags at the entrance to the East Building.*

EXTENSION PROGRAMS

In addition to, or in place of using individual slides from the slide library, public users may wish to consider the vast resources of the National Gallery's Extension Programs. The education division's Department of Education Resources loans slide programs, teaching packets, films, video cassettes, and video discs. This service is free of charge. The programs cover many periods, cultures, media, and individuals in the history of art. For a catalogue of available programs and instructions on receiving these free loans, please contact the [Department of Education Resources](#) at (202) 842-6263 or see their webpage under the Resources link of the National Gallery of Art's website.

INSTRUCTIONS

The slides are loaned free of charge, but the requesting library may require a shipping fee. Users may remove the slides from the requesting library and are responsible for the safe and timely return of the slides. Slides are mailed

in sturdy containers via United Parcel Service. They must be returned in these containers by this shipper. Slides must be protected from excessive light and heat. Slides should not be projected for more than one minute. They should not be stored in automobiles. Do not write on slides or remove labels.

Borrowed slides may not be duplicated. Slides of Gallery objects may be purchased through the department of imaging and visual services, National Gallery of Art, telephone (202) 842-6311, or through Davis Art Slides, 50 Portland Street, Worcester, MA 01608, telephone (800) 533-2867.

The replacement charge for lost or damaged slides is \$15.00 per slide.