

ART RESOURCE CENTER

New Client Form

Last Name _____ First Name _____

Person # _____ UB Email Address _____

Phone # _____

Declared Major _____ Expected Graduation (M/Y) _____

I have read and accept the policies of Art Resource Center.

Signature _____ Date _____

ART RESOURCE CENTER POLICIES (B41-ARC) for LOANS and SALES

LOANS

1. Equipment loan privileges are only provided to UB Department of Art students, faculty & staff whose full name, UB email, person and phone number have been logged into the ARC database. Loans are intended for teaching, course work, presentations and are made on a first come first served basis.
2. Equipment reservations may be made for an item on loan by email: daarc@buffalo.edu or by phone: 645.0555. When the item becomes available person requesting the item will be notified by email and has 24 hours to borrow the requested item.
3. Presentation carts are designated for teaching faculty, staff, & TA's should be returned the same day. Night courses are an exception. In this case the cart may be picked up during open hours and returned the next day.
4. Equipment for course work may be checked out and returned within a maximum of 14 days.
5. Equipment for exhibition purposes are loaned for a specified period of time in advance of the event.
6. All loans must be returned or renewed in person. Any exceptions to these loan policies must be made in person in advance with the ARC Supervisor. Any lost or damaged equipment may result in loss of privileges and/or a fee charged to the responsible party when permitted under university policy.

SALES

1. All purchases are initiated in the ARC SHOP sales database.
2. All payment for sales ARC materials are completed online through UB's ePay system. Most major credit cards (discover, visa, amex, mastercard), and eChecks are accepted for payment.
3. Clients should use their personal mobile device to complete payment. If the ARC terminal is used for payment only the client may enter their personal information and complete payment. No personal data should ever be saved or stored on the ARC terminal.
4. Once payment is confirmed items are released to the client. Refunds are difficult and must be avoided.
5. Screens for printing are only charged a re-stretching fee if they are returned stripped of their mesh after inspection by or screen-printing instructor or the print media technician.