



## **Emily Carr Library + Learning Commons**

### **Exhibition Policy**

#### **Mission:**

The Emily Carr Library + Learning Commons strives to be a safe, welcoming and accessible space that inspires creativity, encourages curiosity, and promotes learning for students, faculty, staff and the general public. We encourage students, faculty, staff and alumni to be active participants in the library space by submitting their ideas for library exhibitions and space interventions.

#### **Objectives**

- provide students, staff, and faculty with opportunities to engage with the library by showcasing artwork that relates to the library collections or space
- host exhibitions that showcase the collections and space in a meaningful way

#### **Exhibitions must:**

- be approved by the library exhibition committee; we encourage exhibitors to meet with the committee to discuss conceptual goals for the art installation;
- engage with the library space in a respectful way. Preference will be given to topics concerning libraries, information, archival studies, book arts or publishing;
- not compromise the daily activities of the library;
- not rearrange, relocate or hide any materials or equipment from the library collection

#### **Submission Guidelines:**

The Library Exhibition Committee encourages submissions from all areas of study at ECUAD. The committee accepts proposals for solo and group exhibitions. Students, staff, and faculty who wish to curate an exhibition of student work are also encouraged to apply.

Submission forms are accepted on an ongoing basis. Exhibitors are required to sign an exhibition agreement prior to installation.

### **Spaces for exhibitions:**

- 2 Vitrines
- Grey display case - lockable
- Flat glass-top table
- Other areas of the library are available on a case by case basis

### **Exhibition proposals**

Successful exhibition submissions demonstrate a cohesive and curated theme and are an appropriate size for the available space. Students or faculty interested in planning an exhibition in the Library should read the Exhibition Policy document before submitting an exhibition proposal form.

### **Contact information**

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## **LIBRARY EXHIBITION POLICY**

1. The art that is exhibited is the same as that presented in your proposal. Any deviance from this without the approval of the library is subject to removal.
2. The art, and the materials used in its making, must not present any kind of health or safety hazard. Modification or removal may be necessary if the work is deemed to be hazardous. No smoke, fire, candles or incense is permitted.
3. Placement of art and equipment must be discussed with a library exhibition committee member. Hallways, exits, doorways, stairwells, emergency phones, fire alarms, and fire extinguishers must remain clear and unobstructed. Please note that the library has after-hours motion detectors, and any work that may trigger this alarm is not allowed.
4. All installation materials (including adhesives) must be included in your proposal. You may only use approved installation materials. The library provides access to basic supplies and a tool kit; however, most materials and tools required for installing and deinstalling must be supplied by the exhibitor(s).
5. The library has a limited supply of plinths and furniture. It is the responsibility of the exhibitor(s) to arrange for the use of plinths or other exhibition furnishings prior to the start of the installation.
6. No holes of any kind are allowed in concrete or wood surfaces of the library.

7. All areas used for the purposes of exhibiting art must be returned to their original condition in a manner that is satisfactory to the library. This includes removing all adhesives. Damage to drywall surfaces must be filled, sanded, and painted. Library plinths must be re-painted or cleaned. Cases and furniture must be cleaned and made ready for the next installation, including glass and wood surfaces. If the exhibition area is damaged or not satisfactorily returned to its original state exhibitor(s) will be subject to a repair fee.
8. Prior to installation, the library and the exhibitor(s) must agree to both an installation and de-installation date. These dates must be strictly adhered to. A member of the committee must be on-site during installation. Any work not de-installed by the agreed upon date will be removed and disposed of, and the exhibitor(s) may be subject to a fee.
9. Work must be exhibition ready; meaning no final touches should be made to artwork once delivered to the library for exhibition.
10. Exhibitor(s) requiring the use of equipment such as computers, monitors, projectors, speakers, etc. must make their own arrangements for the loan of those either from the ECU Media Resources department or other sources. Securing equipment is not the responsibility of the Library. Any coordination with the Emily Carr Facilities department must be made prior to installation, if applicable.
11. Any noise generated by an exhibited piece, including but not limited to sound recordings, cannot be disruptive to library patrons. Providing headphones for sound recordings is recommended. Library staff reserves the right to turn down, or off, any sound that is disruptive to library users.
12. Artists are responsible for providing the exhibition committee with labels for their work, promotional materials for the library website, and for distributing promotional material.
13. Emily Carr University Library is not responsible for theft or damage of art or equipment.

This policy covers the temporary exhibition of art in its many forms within the Ron Burnett Library & Learning Commons at Emily Carr University. Please read the policy carefully: upon signing it you are agreeing to the conditions of exhibition and are bound by its terms.

Name of Exhibition: \_\_\_\_\_

Dates of Exhibition: \_\_\_\_\_

I, \_\_\_\_\_, hereby acknowledge and agree to the terms of this policy.  
(print name)

Signature	Date	Received By