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| Policy Officer | Suzanne Rackover |
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STUDENT WORK COLLECTION POLICY

ENABLING LEGISLATION + LINKED POLICIES

All related ECU policies

- [Library Collection Development Policy](#)
- [Archives and Special Collections Policy](#)
- [Donation Guidelines](#)
- [eCollections Submission Guidelines](#)

DEFINITIONS

Student Work: Student work refers to research outcomes, published materials, project outcomes, presentations, graphic materials, etc. related to University activities.

OBJECTIVE

The objective of this policy is to describe the types of student works collected by the Library + Archives, and the criteria and rationale for acquisition decisions. This policy will be updated on a regular basis to reflect changes to Library + Archives overarching collection development policies. This document applies to faculty and staff of the Emily Carr University Library + Archives in the acquisition and selection of student work.

In general, students are responsible for managing and preserving their own work produced throughout the course of their studies. Students can contact the Library + Archives staff for support or guidance on managing and preserving their works.

SCOPE + APPLICATION

The ECU Library + Archives maintains and facilitates access to various collections including archival materials, special collections, artists' books, eCollections, zines, books and media. The Student Work Collection Policy provides specific guidelines related to acquiring student work for inclusion in these collections. This policy is to be applied in combination with related collection development policies from Library + Archives areas.

Acquisition criteria for student work includes, but is not limited to: relevance to curriculum, teaching and research at ECU; relationships to other works in the collection; cost to support access, storage and preservation; formats; and relevance to the history of ECU and/or the local art landscape. The Library + Archives does not generally acquire three-dimensional art objects.

STUDENT WORK COLLECTING AREAS

The following student works are available through the Library:

1. Library Collection
 - a. Student Library interventions (temporary)
 - b. Published and self-published books (based on [Collections Development Policy](#) criteria)
2. Special Collections
 - a. Artists' books (based on criteria found in Appendix D of the [Collections Development Policy](#))
 - b. Zines
3. eCollections at Emily Carr
 - a. Graduate Theses (submitted with non exclusive distribution license form)
 - b. Student research, sponsored by a faculty member
 - c. Collaborative research/projects between Faculty/Student/Community groups
 - d. Grad Show documentation
4. Archives
 - a. Records that document the work and activities of independent student groups
 - b. Records that document/reflect student involvement, engagement or interventions as related to ECU programs and activities (e.g. research, working groups, presentations, exhibitions, events, activism, etc.)
 - c. Web crawls of Grad Show and Foundation Show ECU sites (crawls do not include external links to student sites)
 - d. The Archives does not generally acquire original works of art by faculty, students, alumni or others; or three-dimensional objects

METHODS OF ACQUISITION

Donation is the preferred method of acquisition for student works. The Library will occasionally purchase student work (zines, books, artists' books) on a case by case basis, and in accordance with the Library Collection Development Policy.

STUDENT COURSEWORK USED IN CURRICULUM

It is the responsibility of instructors to obtain permission and manage student work for use in curriculum. The Library + Archives can advise on obtaining permissions and the preservation of these materials but at the time of writing does not have the resources to manage permissions and offer stewardship of or access to student coursework.

POLICY REVIEW

Policy should be reviewed and updated every two years.