



Policy Number	Library Policy
Approval Body	ECUAD Library + Archives
Policy Officer	Vanessa Kam/Ana Diab
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## ARTISTS' BOOKS, ARCHIVES AND SPECIAL COLLECTIONS ROOM USE POLICY

### LINKED POLICIES

All related ECU policies:

- *Archives and Special Collections Policy*
- *Artists' Books Access Policy and Guidelines*

### OBJECTIVE

The objective of this document is to set guidelines for use of the Artists' Books, Archives and Special Collections Room (C1245).

### SCOPE + APPLICATION

The Artists' Books, Archives and Special Collections Room is a closed-stack area that holds rare, valuable and irreplaceable resources that require a preservation environment and ongoing maintenance to ensure easy access. This policy describes appropriate uses for the room, with the intention of preserving the collections in perpetuity for present and future generations.

### RESEARCH COMMUNITY AND ACCESS

The collections housed in the room are accessible to ECU community members (faculty, staff, students, and alumni) as well as external researchers by appointment. Priority is for library + archives instruction (led by or in collaboration with a librarian or archivist), as well as research involving artists' books, special collections and archives.

### ARTISTS' BOOKS, ARCHIVES AND SPECIAL COLLECTIONS ROOM USE

The room is available for ECU Library + Archives uses, such as research, instruction or access to the collections (artists' books, archival materials, special collections).

The room is also used to prepare for library + archives classes (including retrieving and reshelving collections), research appointments with special collections, and as a workspace for library and archives staff to work with the collections. The archives, artists' books, and special collections items need to be accessible to students for class assignments and point-of-need research and exploration.

### ACCESS GUIDELINES

The items housed in the room are valuable, one-of-a-kind and unique, therefore there are some regulations.

Notebooks, phones, computers and cameras may be brought into the room. Food and drinks (including water) may not be brought into the room. The researcher may use a pencil to make notes, however pens will not be permitted as accidental ink marks can be caused by even the most careful researchers, and marks from pens cannot be removed from materials without damaging them.

#### **ROLES AND RESPONSIBILITIES**

The University Librarian has final authority for all room use decisions.

#### **POLICY REVIEW**

Policy should be reviewed and updated every three years.