



## **ECU Library + Archives**

### **Exhibition Policy + Agreement**

*Date approved by Exhibitions Committee: May 2025*

*To be reviewed: Every 2 years*

The ECU Library + Archives strives to be a safe, welcoming and accessible space that inspires creativity, encourages curiosity, and promotes learning. Students, faculty, and staff may exhibit work in the library by submitting their ideas for library exhibitions and space interventions.

#### **Objectives**

- Provide students, staff, and faculty with opportunities to engage with the library and archives by showcasing artwork, and engaging with public and scholarly discourse
- Host exhibitions that showcase, interact with or critique the library and archives collections and space in a meaningful way are encouraged
- Prioritize displays that centre intersectional, anti-racist, decolonial and diverse perspectives from the ECU community

#### **Submission Guidelines:**

The Library + Archives Exhibition Committee encourages submissions from all areas of study at ECU. 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.

- We ask exhibitors to submit an exhibition proposal. Proposals are accepted in multiple formats (written, audio/video recording, drawing, photos) describing their conceptual goals for the art installation;
- You may be asked to meet with the committee to discuss your proposal;
- Installations cannot compromise the daily activities of the library;
- We ask that exhibitors not rearrange, relocate or hide any materials or equipment from the library and archives collection without consulting with the exhibitions committee

- We may ask for a photo of your work to help the committee gain an understanding of how the work can be installed in the space
- We accept proposals in audio and video format.

#### **Spaces for exhibitions:**

- 2 Vitrines
- Gray display case - lockable
- Flat glass-top table
- Plinths
- Bookcases and bookshelves
- 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**

[library@ecuad.ca](mailto:library@ecuad.ca)

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### **LIBRARY + ARCHIVES EXHIBITION POLICY**

1. The art that is exhibited is the same as that presented in your proposal. Should the work change for any reason (such as adapting to the space or available equipment), consult the Exhibitions Committee for approval.
2. Artwork proposed should not incite hate or cultural appropriation. Works exhibiting such content are subject to removal. When deemed necessary, concerns related to exhibitions will be brought forward for discussion by the Library + Archives Exhibition Committee and the University Librarian. Any outcomes of the discussion will be shared with the exhibit organizers.
3. The art, and the materials used in its making, must not present any kind of health, safety or environmental hazard. Modification or removal may be necessary if the work is deemed hazardous. No smoke, fire, scent, candles or incense is permitted.
4. 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. The placement and didactics aim to meet the accessibility standards laid out by the [ARLIS/NA Best Practices for Library Exhibitions \(p. 17-23\)](#)

5. All installation materials (including adhesives) must be included in your proposal. You may only use approved installation materials. Basic supplies and tools are available from the Library and/or the Tool Crib; however, specialized materials and tools required for installing and deinstalling must be supplied by the exhibitor(s).
6. 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.
7. No holes of any kind are allowed in concrete or wood surfaces of the library.
8. 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. If the exhibitor comes across challenges in repairing the space, they may reach out to the Exhibitions Committee to find a solution together.
9. 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 date will be taken down and the exhibitor will be contacted to arrange pickup. Emily Carr Library + Archives reserves the right to discard artwork after one month if it has not been picked up and the artist(s) has not contacted us to make alternative arrangements. Any work not picked up may be put in the hallway or the Supply Swap for re-use or will be disassembled and recycled/re-used.
10. The work must be exhibition ready; no final touches should be made to the artwork once delivered to the library for exhibition.
11. Exhibitor(s) requiring the use of equipment such as computers, monitors, projectors, speakers, etc. must make their own arrangements for the loan of those items 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. ECU Library staff will be responsible for turning on electronic installations in the morning and turning them off before closing.
12. 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.

13. Artists are responsible for providing the exhibition committee with labels for their work, promotional materials for the library website, and for distributing promotional material.
14. Emily Carr University Library is not responsible for theft or damage of art or equipment.
15. Exhibition openings are limited to the Magazine Area. See Events Policy for more detail.

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Do you give the ECU Library + Archives permission to use images of the works to promote the exhibition using social media, the ECU website, print posters, and/or inclusion in a digital or printed exhibition catalogue, which may be stored in the ECU institutional repository (eCollections at Emily Carr) in perpetuity?

You may provide your own images, or we may document the works. Granting the ECU Library permission to use your images does not affect the ownership of copyright. You maintain whatever rights you have over the image of your work.

- ☐ I agree to all uses
- ☐ I agree, but opt out of social media
- ☐ I do not agree

This policy covers the temporary exhibition of art in its many forms within the Library & Archives at Emily Carr University. Please read the policy carefully: upon signing it you agree 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