

Policy Number	Library Policy
Approval Body	ECU Library and Learning Commons
Policy Officer	Suzanne Rackover/Ana Diab
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## ARTISTS' BOOKS COLLECTION ACCESS POLICY

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### LINKED POLICIES

All related ECU policies:

- o *Archives and Special Collections Policy*
- o *Library Collection Development Policy*
- o *Artists' Books and Special Collections Room Use Policy*

### OBJECTIVE

The objective of this document is to describe the access policies and procedures of the Emily Carr University Library Artists' Books Collection.

### SCOPE + APPLICATION

The Artists' Book collection at the Emily Carr University of Art and Design Library is part of the Library's Special Collections. This policy will outline the mandate of the collection, policies for use of the collection, and methods of accessing the collection.

### ARTISTS' BOOKS COLLECTION MANDATE

The mandate of the Artists' Books Collection is to acquire and make accessible a unique, teaching collection of artists' books. For detailed information about the collection, see *Appendix B: Artists' Book Collection Development Policy* of the *Library Collection Development Policy*.

The Artists' Books Collection supports the research of faculty, students, alumni and scholars by providing materials relevant to research interests, and enhancing the curriculum as appropriate. The collection is actively developed for curriculum and research activities in a wide range of areas across visual arts, design and critical studies.

### ACCESS GUIDELINES

The Artists' Books Collection is open to students, faculty, staff, visiting scholars and artists, researchers and members of the general public during library open hours.

Members of the general public and external researchers wishing to use the Artists' Books Collection will be required to fill out the Artists' Books Consultation Booking Form.

The materials in the collection are valuable and unique, therefore there are some regulations for research and access to the materials. All collection items are non-circulating and must stay in the Reading Room (C1245). Exceptions may be made for ECU faculty or staff on a case-by-case basis.

Notebooks, phones, computers and cameras may be brought into the Reading Room. Food and drinks (including water) may not be consumed in the Reading Room. The researcher may use 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.

Photocopies and scans are not permitted. Researchers may take their own photographs of research material with approval of ECU Library staff. The researcher assumes full responsibility for the use of material and for conformity to the laws of copyright, and shall indemnify and hold harmless ECU from claims arising as a result of use of the material so obtained. The researcher assumes full responsibility for obtaining permission to publish such items in whole or in part.

## **POLICY REVIEW**

Policy should be reviewed and updated every three years.