



Policy Number	Library Policy
Approval Body	ECU Library and Learning Commons
Policy Officer	Vanessa Kam/Ana Diab
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ARTISTS' BOOKS COLLECTION ACCESS POLICY

LINKED POLICIES

All related ECU policies:

- *Archives and Special Collections Policy*
- *Library Collection Development Policy*
- *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, and to balance access with stewardship of the materials.

The Artists' Books Collection supports faculty, staff, students, alumni and community members by providing materials relevant to their research interests, creative practice, and enhancing the curriculum. 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 available by appointment to students, faculty, staff, and community members during library open hours.

The materials in the collection are rare and irreplaceable. To ensure their availability for future generations, procedures for access and preservation have been put into place by library staff. All collection items are non-circulating and must stay in Archives, Artists' Books + Special Collections 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 Archives, Artists' Books + Special Collections Room. Food and drinks (including water) may not be brought into the Room. Only HB pencils are permitted for notetaking in personal notebooks to avoid any accidental marks which 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 user assumes full responsibility for the use of collections and for conformity to the Canadian Copyright Act, including obtaining permission from copyright holder(s) to publish collection items in whole or in part (if appropriate) and shall indemnify and hold harmless ECU from claims arising as a result of use of the material so obtained. .

POLICY REVIEW

Policy should be reviewed and updated every three years.