

## LIBRARY EXHIBITION POLICY & PROCEDURES

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**Effective Date:** March 13, 2012    **Originating Office:** Library Administration Office  
**Supersedes / Amends Policy dated:** n/a    **Policy Number:** G-18

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### **GOALS**

Exhibitions in the Webster and Vanier Libraries contribute to the cultural role the libraries play in the university and the larger community. Exhibitions provide visual enrichment and a welcoming environment to the library and also promote diverse educational and cultural experiences. An exhibition program creates opportunities to collaborate with faculty, students and staff in the university and potentially with members of the broader community. The libraries provide the possibility for first-time student artists to exhibit as well as a unique public space for exhibitions at Concordia University because of its varied user group which includes many non-gallery visitors.

### **POLICY**

#### Library Exhibition Committee

1. The library exhibition committee is responsible for coordinating a program of exhibitions for each calendar year.
2. The committee organizes exhibitions by sending out a call for artists or inviting individuals to curate exhibitions. The committee also considers exhibition proposals submitted by students, staff, faculty as well as members of the external community.
3. The committee is responsible for evaluating proposals for exhibitions and making recommendations to the Director, Webster Library or Director, Vanier Library.
4. The committee is responsible for informing exhibitors that their proposal has been accepted. Representative(s) of the committee will meet with the artist/exhibitor to establish specific dates for installation and removal, and co-ordinate any activity related to the exhibition. An exhibit may be canceled at any stage if the exhibitors have not met the agreed upon conditions.
5. The committee addresses any complaints about exhibitions. When deemed necessary, the committee will forward complaints to the Director, Webster Library, Director, Vanier Library, or the University Librarian.

### Exhibition space

6. In the Webster Library, table display cases are available for exhibition in the entrance atrium area. In the Vanier Library, exhibition space is available in horizontal display cases at the library entrance, in table display cases, or in the horizontal wall units on the main floor.

### What shall be considered for exhibition

7. The library will exhibit artistic, cultural, and educational works or objects. Exhibition materials cannot impede the primary role of the library which includes the provision of academic space for research and study.
8. Works or objects will be displayed in the exhibition cases available. Requests to exhibit free standing works outside the cases will also be considered if security is not required.

### Who can exhibit

9. Priority is given to student projects. Proposals from other members of the university community, including staff members and organizations or groups from within the university will also be considered.
10. Proposals from the external community may be considered; these exhibitions must be in accordance with the educational and cultural mission of the library.
11. In the event that a question arises as to the eligibility of external individuals or groups to exhibit in the library, the University Librarian will make the final decision.

### Duration of exhibition

12. Exhibitions shall typically last 5 to 6 weeks; however, this schedule is open to negotiation.
13. The library reserves the right, with proper notice, to reschedule any proposed exhibit if it conflicts with the Library's need for the exhibition space.

### Promotion of exhibitions

14. The library will promote exhibitions and related events on the library web site and on the plasma screens in the libraries. Other promotional activities can be discussed with the committee.

### Installation and dismounting of exhibitions

15. Responsibility for installation and dismounting materials lies with the exhibitor. The exhibitor will provide all supplies and materials. Library staff may be available for assistance.
16. Exhibition materials that are not claimed within one month of the end of the exhibition will be disposed of by the exhibition committee.

### Security

17. The library assumes no responsibility for the loss of, or damages to exhibited materials. All items placed in the library are done so at the owner's risk. The University does not offer insurance coverage for the works of art or objects exhibited in the library.

## **PROCEDURES FOR PROPOSING AN EXHIBITION**

Prospective exhibitors must submit the following documents to the Webster Library's Exhibition Program Committee:

A completed *Exhibition Proposal* application form must be submitted at least one month in advance of the desired exhibition start date. Information to provide includes:

- A biographical sketch, artist statement, list of works, and at least one high-resolution jpeg image that is representative of each work to be exhibited
- Any other document deemed useful by the prospective exhibitor or requested by the Committee

Exhibition proposal forms are sent to:

- Library Exhibition Committee

**Responsibilities of exhibitors**

1. Exhibitors are responsible for setting up their exhibits. This will usually be done within one to two days of the scheduled start of the exhibition. Assistance from library staff may be available.
2. Exhibitors are responsible for including gallery/archival standard labels and signage. The title of the exhibition should appear prominently. The library may provide some assistance.
3. Exhibitors are responsible for the dismantling of their exhibits. Exhibitions must be removed within one to two days after the end of the scheduled period of exhibition.
4. In cases where exhibitors are unable to set up, dismantle, or remove their display material within the agreed timeline, they must inform the library contact person to agree on a different timeline.
5. Exhibitors cannot modify the display case surfaces without consulting with the exhibition committee.

**RELATED POLICIES**

Filming in the Library (G-2).

**QUESTIONS, COMMENTS OR COMPLAINTS**

Questions, comments or complaints about this policy or its application should be addressed to the Library Administration office:

by email to:

[lib-admin@concordia.ca](mailto:lib-admin@concordia.ca)

or by mail to:

Director, Webster Library  
Library Administration Office  
Concordia University, Webster Library  
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