



## LIBRARY

### WEBSTER LIBRARY EXHIBITION POLICY & PROCEDURES

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**Effective Date:** January 13, 2023

**Approval Authority:** Library Administration

**Supersedes /Amends :** 1 November, 2018

**Policy Number:** G-18

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#### GOAL

The goal of the Webster Library exhibition programming is to enrich and extend student learning by providing a showcase for a variety of art and cultural experiences to the Concordia community and beyond. Exhibitions in the Webster Library provide visual enrichment and a welcoming environment to Concordia students, faculty, staff and the general public.

#### POLICY

##### Library Exhibitions

The following policies pertain to exhibitions presented in the Webster Library:

##### Academic Freedom

1. The exhibition programming decisions reflect the University's commitment to academic freedom, free speech and mutual respect.

##### Duration

2. The minimum duration for an exhibition in the Webster Library is 4 weeks, and the maximum duration is 14 weeks. This schedule can be open to negotiation between the Committee and exhibitors.

The Library Exhibition Committee (hereafter referred to as "the Committee") reserves the right, with proper notice, to reschedule any exhibition if it conflicts with the Library's need for

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exhibition space.

### Educational Engagement

3. The exhibition program should encourage opportunities for educational engagement through the development of participatory learning activities.

### Exhibition Spaces

4. The exhibition program includes the Library vitrines located on LB-2 (hereafter referred to as the “LB-2 vitrines”), the free-standing display cases, the Audio Stairwell, the Discovery Counters, and the Committee’s exhibition webpage (for virtual exhibitions).
5. The Library has four free-standing display cases which may be installed on any floor of the Webster Library. Display cases may only be installed in front of the glass walls of LB-245, LB-285, LB-345, LB-385, LB-445, LB-485, LB-545, LB-585.

Most exhibitions will be installed in the LB-2 vitrines and in the free-standing Library display cases. The Committee will consider proposals for exhibitions and performances to occur in other areas of the Webster Library if there is adequate space, and provided they do not hinder foot passage, pose security or safety issues, or create disturbances for Library users.

### Insurance

6. The Library agrees to seek approval from the University to insure works of art or objects on display, and/or equipment installed for exhibition purposes for the duration of the exhibition under the following conditions:
  - a. The exhibitors provide the Committee with a complete insurance list prior to the start of the exhibition. The insurance list should include the following information

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for each work of art to be insured:

- i. Artist's name
- ii. Title of artwork
- iii. Date of artwork
- iv. Medium / edition (if applicable)
- v. Dimensions
- vi. Name of owner
- vii. Insurance value / market value (probable price for which the work of art would sell in today's retail market)
- viii. Insurance value / replacement value (cost to replace the work of art with something identical or similar; or to replace it)

And the following information for each item (object or piece of equipment) to be insured:

- i. Brief description of the item
  - ii. Mark and/or model (if applicable)
  - iii. Year produced
  - iv. Insurance value / market value
  - v. Insurance value / replacement value
- b. The insurance list must be approved by the University prior to the start of the exhibition.
  - c. The insurer reserves the right to re-evaluate the market and/or replacement value of insured works of art or objects on display, and/or equipment.

Promotion

7. The Library will promote exhibitions through its digital communications networks including the Library's website, digital signage, and social media accounts in addition to

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the University's communication networks as appropriate.

### Remuneration

8. The Library agrees to remunerate artists and other contributors to an exhibition that takes place in the Webster Library for a period of three months or longer in one or more of the following venues:
  - a. The Library Vitrines (LB-2)
  - b. The freestanding wooden display cases
  - c. The Audio Stairwell
  - d. The Committee's exhibition webpage (for virtual exhibitions)

The Library will pay a combined total of \$ 500 (CDN) per venue to exhibitors. The distribution of payment will be agreed upon by the exhibition organizers and the Committee after the exhibition is approved by the Committee.

Payment will be made after the close of the exhibition, and upon receipt of invoice(s) provided by the exhibitors, in accordance with the above agreement.

Exceptions: The Library does not remunerate Concordia employees, or students who present works of art or objects produced in fulfilment of course requirements.

### Sales

9. The Webster Library exhibition program is not a point of sale for works of art or other items on display, and it is not intended to promote commercial or non-commercial services.

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Security

10. Works of art or objects on display (and equipment) may not be altered, moved or removed until the end of the exhibition.

Signage

11. Exhibitors are responsible for creating labels and any signage for displays.
12. The Committee will provide one large, poster-sized (24" x 36" or 61 x 91 cm) text panel for an exhibition if it receives the final text at least ten working days in advance of the exhibition's opening.

Special Programming and Activities

13. If staffing resources are available, the Committee will assist with the programming related to exhibitions in cooperation with exhibitors, such as an opening or closing event. The Library is under no obligation to commit to programming for each exhibition nor provide a budget to support these events.

Subject Matter

14. Exhibitions may explore subjects related to art and culture in the broadest sense. The programming of the Webster Library exhibitions encourages creativity, inclusivity, diversity, open dialogue and multiple interpretations. The Library is under no obligation to alter an exhibition based on differing points of view, controversial subject matter, or the negative reception of displays.

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15. When deemed necessary, complaints related to exhibitions will be forwarded to the University Librarian.

Technology

16. Exhibitors may make use of available Library technologies or equipment for display purposes such as tablets, kiosks, the audio stairwell, etc. Details will be provided to potential exhibitors upon request.
17. The free-standing display cases are not equipped for digital media or electricity.
18. Any non-Library technologies or equipment required for exhibition purposes are the responsibility of the exhibitors and their use may be subject to other Library policies, including but not limited to those laid out in this document.

Transportation, Installation and De-installation

19. Responsibility for the transportation, installation and de-installation of an exhibition lies with the exhibitor. One or more members of the Committee may coordinate these activities as they relate to the Library.
20. Exhibition materials that are not claimed within one month of the end of the exhibition will be disposed of by the Committee.

PROCEDURES

Submissions

The following procedures are intended to clarify and facilitate the exhibition submission

process:

Contents of a Proposal

21. A proposal should include:
  - a. A description of the project (max. 500 words). This description should include reference to:
    - i. The theme(s) of the exhibition
    - ii. Technical requirements (if applicable)
    - iii. Preferred duration of the exhibition
    - iv. Preferred dates of the exhibition
    - v. Preferred location of the exhibition
    - vi. Any desired special activities or programming to complement the exhibition
  - b. A biography for each exhibitor (max. 100 words per exhibitor)
  - c. At least one high resolution image (300 dpi) of a work or object to be displayed.  
Maximum 10 images
  - d. A detailed list that describes supplied images
  - e. A preliminary list of works or objects to exhibit (if applicable)

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- f. A completed exhibition proposal form. Form is available here  
<https://library.concordia.ca/about/policies/exhibition-proposal-form.pdf>
- g. Other documents as requested by the Committee in follow-up communications

Download the proposal form: <https://library.concordia.ca/about/policies/exhibition-proposal-form.pdf> (171 KB)

Review

- 22. Proposals are reviewed on an ongoing basis.
- 23. Proposals submitted by Concordia students, faculty and staff are prioritized over proposals submitted from outside the Concordia community.

Questions, Comments or Complaints

- 24. Questions, comments, or complaints about this policy or its application should be addressed to the Office of the University Librarian:

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

or by mail to:

Office of the University Librarian  
Concordia University, Webster Library  
1455 de Maisonneuve Blvd. West  
Montréal, Québec  
H3G 1M8





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#### Related Policies

Filming in the Library (G-2)

Library Code of Conduct (G-14)

The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Library Cabinet.

This was approved by Library Cabinet on Tuesday, January 24, 2023