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**UBC AHVA**

**VISA  
Student  
Handbook  
2024/25**

**Cover Image and Layout**

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**Photographs**

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We acknowledge that the University of British Columbia, Vancouver, is situated on the traditional, ancestral, and unceded territories of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam). We are grateful for the work, learning, and play that we do here.

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Welcome to the Department of Art History, Visual Art and Theory (AHVA). Learning all the policies and procedures in a large institution like the University of British Columbia can be daunting, so we have put together this handy guide to make the process a little easier for you. As a student taking visual art (VISA) courses, you will use specialized studio facilities and work spaces, and will interact regularly with our faculty and staff.

This handbook explains the eligibility criteria and procedures for access to our studios and facilities, provides contact information for area staff, and outlines art-making guidelines. It also offers information on health and safety, emergency contacts, as well as other AHVA and UBC resources.

The department wishes you a stimulating and rewarding year making art at UBC. Please consult the AHVA resources listed in this handbook if you have any questions. AHVA faculty and staff are happy to assist you or provide further direction.

# Finding AHVA on Campus

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## A. Audain Art Centre (AAC)

6398 University Boulevard

AHVA Gallery, Print Media Research Centre, AHVA New Media Lab, undergraduate studios, AHVA Media Production Suite, MFA and CCST studios, faculty studios and staff offices

## B. B.C. Binning Studios (BCB)

6373 University Boulevard

BCB Photo Studio, darkroom facilities, AV Cage, photo digital facilities, faculty studios and offices

## C. Dorothy Somerset Studios (DSS)

6361 University Boulevard

AHVA Workshop, painting, drawing and sculpture studios, faculty studios and staff offices

## D. Auditorium Annex A

1924 West Mall

Faculty offices

## E. Frederic Lasserre Building

6333 Memorial Road

AHVA head office, administration, Visual Resources Centre, faculty offices and classrooms

## F. Buchanan Building, Block B

1866 Main Mall

B125, B202, B204 digital labs

## G. Morris and Helen Belkin Art Gallery

1825 Main Mall

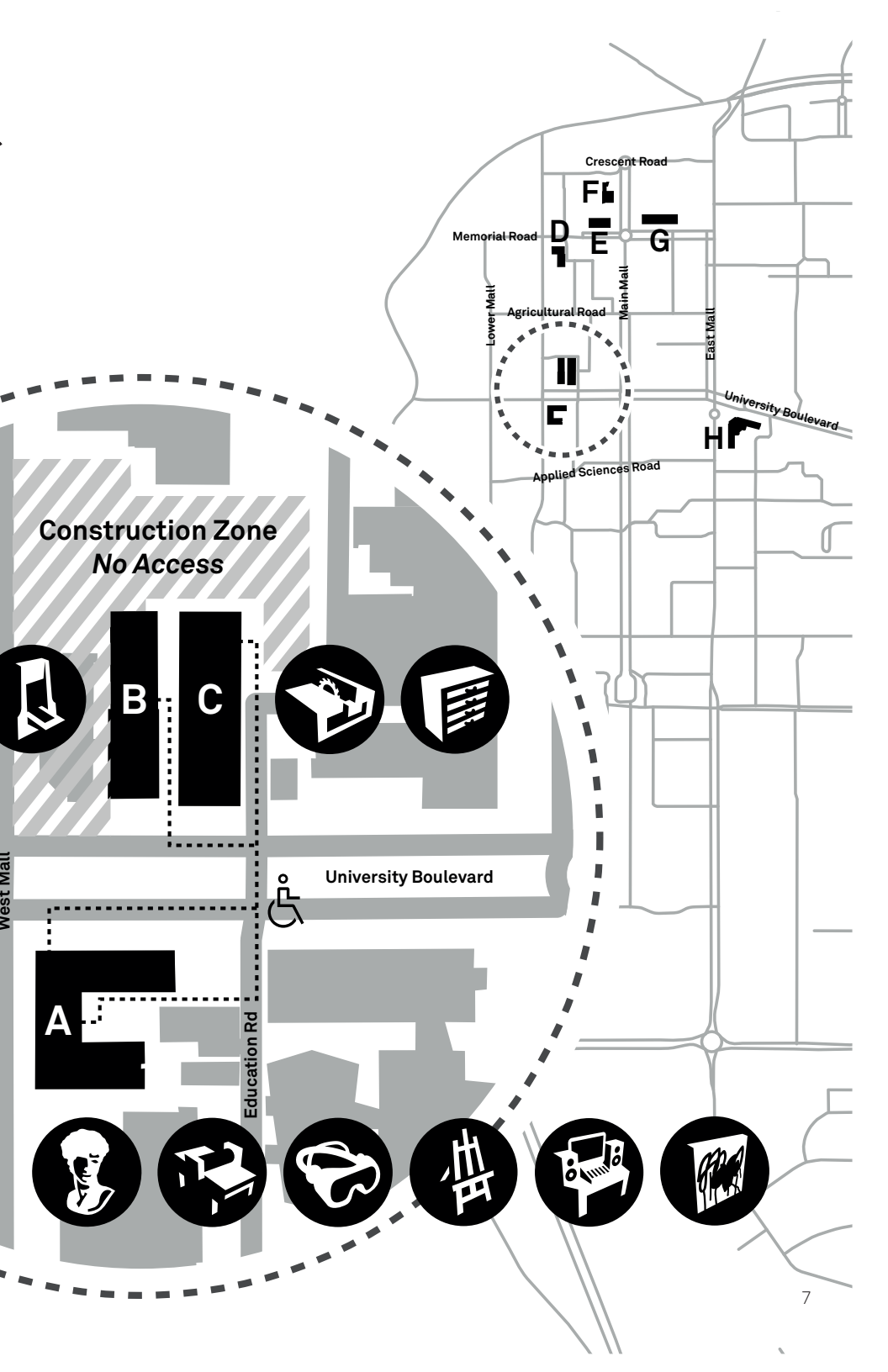
Gallery and offices

## H. Wesbrook Building

6174 University Boulevard

Faculty studios and offices





**Construction Zone  
No Access**

**B**

**C**

**A**

**F**

**E**

**G**

**H**

**F**

Education Rd

University Boulevard

Crescent Road

Memorial Road

Lower Mall

Agricultural Road

Main Mall

East Mall

University Boulevard

Applied Sciences Road

# Facility Hours and Access

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## **AHVA Gallery** AAC 1001

*Normal operating hours (during exhibitions) | 12pm to 4pm,  
Monday to Friday*

*Who is eligible | Open to all! Admission is free.*



## **Print Media Research Centre (PRC)** AAC 2000

*Normal operating hours | 8am to 7pm, Monday to Friday*

*Extended hours | 7pm to 10pm, Monday to Friday; 8am to  
10pm, weekends*

*Extended hours access | Card access through application to  
the PRC technician*

*Who is eligible | Students registered in print media courses or  
with the permission of the PRC technician*



## **AHVA New Media Lab (ANML)** AAC 2014

*Normal operating hours | 12pm to 2pm, Monday to Thursday;  
additional availability by appointment with the Digital Media  
Technician*

*Extended hours | None. Technician-supervised and oriented-  
user access only*

*Who is eligible | Students registered in VISA courses*



## **Undergraduate Studios** AAC 3000 & 3007

*Normal operating hours | 24-hour access (see the AHVA Work*



Together Policy on page 13)

*Type of access* | Card access with \$100 deposit

*Who is eligible* | Students whose eligibility has been confirmed via email, by the department.



## **MFA & CCST Studios**

*AAC 4<sup>th</sup> Floor*

*Normal operating hours* | 24-hour access (see the AHVA Work Together Policy on page 13)

*Type of access* | Card and key access with \$100 deposit

*Who is eligible* | Students enrolled in their first two years of the MFA program



## **AHVA Media Production Suite (AMPS)**

*AAC 4026*

*Normal operating hours* | 24-hour access, bookable online (see the AHVA Work Together Policy on page 13)

*Type of access* | Card access after orientation with the Digital Media Technician

*Who is eligible* | Students registered in VISA courses



## **BC Binning Photo Studio**

*BCB 104*

*Normal operating hours* | 10am to 6pm, Monday to Thursday;  
10am to 4:30 Friday

*Extended hours* | Until 8pm weekdays (see the AHVA Work Together Policy on page 13)

*Extended-hours access* | Card access for the building is required and you will need to sign out a studio key from the AV Cage (BCB 106) to enter the studio after 6pm

*Who is eligible* | Students registered in photo courses and approved to use the equipment



### **AV Cage** *BCB 106*

*Normal operating hours* | 12:30pm to 2pm & 4pm to 6pm, Monday to Thursday; 12:30pm to 2pm Friday

*Who is eligible* | Students registered in VISA courses with appropriate training on the equipment required



### **BC Binning Darkroom Facilities** *BCB 107 & 109*

*Normal operating hours* | 10am to 6pm, Monday to Friday

*Who is eligible* | Students registered in a darkroom course and approved to use the darkroom/film processing facilities



### **BC Binning Photo Printing & Scanning Lab** *BCB 208*

*Normal operating hours* | 10am to 6pm, Monday to Thursday; 10am to 4:30pm, Friday

*Extended hours* | None; lab is open only when the technician or lab assistants are present

*Printing* | Lab assistants print photos from 2pm to 4:30pm, Monday to Friday (times may be adjusted as schedule permits)

*Who is eligible* | Students registered in VISA courses



## **BC Binning Flextight (Film) Scanning Lab** *BCB 212*

*Normal operating hours* | 10am to 6pm, Monday to Thursday;  
10am to 4:30pm, Friday

*Type of access* | Card access after orientation with the Digital Media Technician

*Who is eligible* | Students registered in VISA courses



## **Dorothy Somerset Workshop & Metal Shop** *DSS 106*

*Normal operating hours* | 9am to 5pm, Monday to Friday

*Extended-hours* | None; technician-supervised and oriented-user access only

*Who is eligible* | Students registered in VISA courses and who have completed required orientations; AHVA area staff must be present



## **Dorothy Somerset Mezzanine** *DSS 207*

*Normal operating hours* | 8:30am to 5pm, Monday to Friday

*Extended-hours* | 5pm to 10pm, Monday to Friday; 7:30am to 10pm, weekends (see the AHVA Work Together Policy on page 13)

*Extended hours access* | During normal operating hours, you can use your UBCCard to sign out a key from the workshop in DSOM 106. A sign-in and sign-out procedure is in place for this facility

*Who is eligible* | Students registered in VISA courses

# AHVA Studio & Facility Guidelines

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## General Regulations

AHVA facilities are provided to students as working studio spaces only, not as living spaces. Sleeping on the premises is prohibited, as is bringing in any personal cooking equipment with a heat source for food preparation.

For health and safety reasons, eating is not recommended in studio areas or facilities. There are many eateries nearby for your convenience, as well as lounge spaces at AAC 3000 and BCB 111.

Smoking, vaping, and consuming alcohol and illicit substances are strictly prohibited.

Animals and children are not permitted in studio areas for health and safety reasons.

University staff are required to regularly inspect facilities in the interest of maintenance and safety, as well as to ensure the guidelines in this handbook are adhered to. They may enter studios without notice at any time.

It is your responsibility to help maintain the cleanliness of facilities, including sinks and waste areas. Doing your part helps to build a happy studio community that enriches everyone's experience.

## Studio Access Policy

Only UBC students currently registered in VISA courses may use AHVA studios, facilities, and equipment for their course work.

Before you can use a facility, you must complete an area-specific orientation with AHVA area staff, who will review policies, procedures, safety, and appropriate usage related to that facility and equipment.

Access to specific facilities will be programmed to your UBCCard upon completing the required orientation. If you lose your UBCCard or key (if applicable), you must notify both the department and UBC Campus Security

as soon as possible so we can ensure the security of our studios is not compromised.

Do not under any circumstances ask UBC Campus Security to unlock a studio facility for which you have not been granted official access. We have provided security staff with a list of students who are registered for access, and Security will not open doors for students who are not on this approved list.

## **Orientations**

Before commencing any course work, you must participate in area-specific facility and equipment orientations as required.

AHVA staff will provide you with shorter written guidelines for specific facilities as appropriate. They will also give orientations that cover art practice safety, proper use of equipment and facilities, access procedures, and general UBC policies. These area-specific guidelines supplement the general guidelines outlined in this handbook.

If you are unsure how to use a piece of equipment, or are unfamiliar with a facility procedure and have not received training from AHVA, please contact either the appropriate AHVA technician for that area or your course instructor to arrange training.

## **AHVA Work Together Policy**

Extended-hours and unsupervised access to AHVA facilities and studios are permitted only when you have a Work Partner physically present with you in the facility for the duration of that work period, and are subject to the specific access guidelines and hours of the facility. All students must be aware of safety and security procedures; please see page 31 for a list of emergency contacts.

*Extended hours* means any time outside of Monday to Friday, 8:30am to 5pm. Please refer to facility hours on pages 8 to 11 of this handbook.

*Work partners* means students currently taking VISA courses and who have received the relevant facility orientation.

### Extended-Hours Access



Following your facility orientation, you must complete an AHVA Access Request Form. You can find the form by scanning the QR code or going to <https://ahva.air.arts.ubc.ca/ahva-facilities-personal-access-agreement-form/>

Processing access requests takes a minimum of one week, so please plan accordingly. A request for extended-hours access on a Friday afternoon will not result in access that same weekend.

Please use the facilities respectfully and adhere to the Work Together Policy detailed in this handbook. Failure to do so will result in you losing your access and extended-hours privileges.

*Where necessary, key access will be coordinated by the UBC Key Desk, who will contact you regarding the pick-up location for your keys. They may require a deposit.*



## Health & Safety

Everyone who uses department facilities must conduct themselves appropriately to avoid endangering themselves and others, and should report any recognized hazards or concerns to AHVA staff or the AHVA Local Safety Team (LST). If you have any inquiries regarding health and safety, please contact the LST safety chair, Jeremy Jaud, at 604 360 7814 or email him at [jeremy.jaud@ubc.ca](mailto:jeremy.jaud@ubc.ca).

Area-specific health and safety boards located in each facility outline general safety guidelines, additional usage instructions, and UBC policies and emergency contacts. A list of contacts is also located on page 31.

## Emergency Procedures & Contacts

Note the location of the following in every area where you work (AHVA staff will call your attention to these during your orientation):

- Emergency eye-wash stations and showers
- First aid stations
- Fire alarms and fire extinguishers
- Emergency exits and muster points – *the muster point for AAC, DSS and BCB is the grassy area at the corner of University Boulevard and West Mall directly outside the AAC*

In an emergency, call 911 (fire/ambulance/police). Always notify AHVA staff in the area, but only when it is safe to do so. Refer to AHVA Emergency Procedure posters in your area for additional instructions.

For UBC Mobile First Aid, call 604 822 2222.

If you have a non-emergency security concern, call UBC Campus Security at 604 822 2222. They are available 24 hours a day. AMS Safewalk is happy to provide safe escort if you need to travel across campus at night, and can be reached at 604 822 5355.

Familiarize yourself with all other relevant UBC emergency contacts and procedures. A short list of contacts is included on page 31 this handbook.

## **Studio Security**

Our buildings are shared-use facilities. We share responsibility for keeping them secure.

For the safety of our AHVA community, please do not allow strangers into secured spaces. Faculty, staff, and students who are permitted access have their own card or key to do so. Other UBC personnel also have their own means of access and will never ask you to open a space for them.

Never prop open doors. Always meet visitors at the door.

At the conclusion of a work period, turn off any equipment and lighting, close blinds, windows, and doors, and leave the area safe and secure upon departure.

## **Materials, Research & Responsible Studio Practice**

The studio facilities are intended for use with common, classroom-safe media. While other materials may be accommodated, they require review and approval from AHVA staff before you use them.

Handle all materials with care and consider all health and safety precautions. Many materials contain chemicals that can affect your health and the health of those around you. Please refer to WHMIS and supplier labels for specific information.

You are required to make yourself familiar with the hazards and safe working procedures of your materials and processes before you commence any work. If you have any questions or concerns about materials or the safety of a particular process, consult with AHVA staff before you get started so that you can take appropriate safety precautions.



Some materials and processes may require you to use personal protective equipment (PPE), such as gloves, respirators, and goggles. Many PPE items can be purchased through the online supply shop on the AHVA website at [payments.ahva.ubc.ca](https://payments.ahva.ubc.ca). In addition, AHVA facilities may have engineering controls with standard operating procedures in place to support the safe use of specific materials, products, or processes. Please consult with AHVA staff before you commence any work:

**Audain Art Centre**

Ian Craig | 604 822 3462 | [ian.craig@ubc.ca](mailto:ian.craig@ubc.ca)

Timothy Fernandes | 604 827 2238 | [timothy.fernandes@ubc.ca](mailto:timothy.fernandes@ubc.ca)

**BC Binning Studios**

Rob Bos | 604 822 8088 | [robert.bos@ubc.ca](mailto:robert.bos@ubc.ca)

Felix Rapp | 604 822 8088 | [felix.rapp@ubc.ca](mailto:felix.rapp@ubc.ca)

**Dorothy Somerset Studios and MFA Studios**

Andrew Keech | 604 822 4647 | [ahva.shop@ubc.ca](mailto:ahva.shop@ubc.ca)

**All AHVA Facilities**

Jeremy Jaud | 604 360 7814 | [jeremy.jaud@ubc.ca](mailto:jeremy.jaud@ubc.ca)

UBC requires us to have a Safety Data Sheet (SDS) for every material and substance we use in our work spaces. It is your responsibility to provide AHVA with up-to-date SDS information when you use any materials or substances in the studios. Always check with area staff if you plan to bring new materials into a studio space.

You are required to communicate to your instructors and AHVA staff the details and scope of your work. This includes not only materials-based artwork that you make, but also performance work, public actions, and interventions.

UBC requires that students, staff and faculty comply with all policies relating to facilities, materials, processes, waste disposal, and use of public space.

# PPE & Safe Material Use

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## Personal Protective Equipment

For your safety, it is best practice that you have personal protective equipment (PPE) readily available to support your practice.

Studio areas will require you to use specific PPE, which is often listed on signage located on the access doors to AHVA studios and workshops. Check with staff in individual studio areas for advice and requirements.

Generally you should always have the following work/studio clothes on hand:



*Long, loosely fitted pants*



*Long-sleeved shirts*



*Closed-toed shoes made of non-porous material*



*Work apron, lab coat or smock*

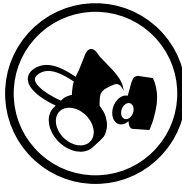
Our online supply shops in individual studio areas stock and sell the following specialized PPE items for your convenience:



*High-cuffed Nitrile work gloves*



*Safety goggles*



*Respirators with appropriate cartridges*



*Dust masks*

## WHMIS & Other Hazard Identification Systems

All students taking VISA courses are required to complete a 20-minute online course about WHMIS (the Workplace Hazardous Materials Information System). This course will introduce you to WHMIS and increase your awareness of hazard identification systems in use at UBC. This course



complements other AHVA orientations and training you will receive in your studio courses. Scan the QR code to access the site or visit: <https://srs.ubc.ca/training/research-safety-training-courses/whmis-training/>

## Chemical Storage & Flammables Cabinets

Many of the materials that you use in your art practice are WHMIS-controlled substances. The UBC WHMIS course mentioned above will familiarize you with the WHMIS hazard identification system in more detail. WHMIS controlled substances require appropriate, safe storage procedures to be followed.

What this means for you is that the products and art materials you bring into the studios may require you to follow appropriate storage procedures and they should not be stored in a locker or open common area.

For example, certain paint mediums and thinners are combustible substances and must be stored in an official AHVA flammables cabinet in your studio area.

If you plan to use any such material, please check in with AHVA staff first for direction on how to store your material.



Once you receive direction and approval from staff, the general procedure to store material in a flammables cabinet is:

1. Acquire SDS information for the department (available online).
2. Bring in your product in its original container.
3. Provide the printed SDS information to AHVA staff to register in our chemical inventory.
4. Complete an AHVA Material Storage Label (available from AHVA staff) and apply it to your sealable container before placing it in the cabinet.

## Restricted & Prohibited Materials

The following materials and processes are strictly prohibited:

- Fire of any kind – *No open flames, burning, or combustion*
- Heat-generating equipment – *Personal hot plates, wood burning pens, etc.*
- Ignitable materials and particulates
- Fuels – *Kerosene, gasoline, etc.*
- Explosives
- Products containing toluene
- Pure turpentine

The following materials and processes are restricted and require that you consult with AHVA staff in advance:

- Spray paint – *Can be used only in the spray booths inside the Audain Art Centre with approval and proper PPE. Do not, under any circumstances, use spray paint in stairwells or on sidewalks, in outdoor courtyards, or anywhere on UBC grounds*
- Resins – *PRC fume hoods can support this, but please coordinate with staff*
- Solvents (including odourless paint solvents)
- Acids, bases, chemicals, chemical agents, and compressed gases
- Products that contain chemical agents

- Asphaltum and tar products
- Plaster and cement or cement-like products
- Products that are made up of or contain fine dust or particulates (sawdust, flocking, powders, glass beads, dry pigments, etc.) and dust-generating processes – *These can be accommodated in specialized facilities or with specialized equipment in combination with PPE*
- Wax (melting) – *Wax and encaustic painting can be accommodated with specialized equipment and instruction from AHVA staff*
- Electronics – *Modification, electronic component disassembly/assembly, soldering, etc.*
- Construction of any three-dimensional structures, platforms, enclosures, or support furniture
- Suspended objects – *You are required to review appropriate anchor points with staff in advance*
- Bio-hazardous or potentially bio-hazardous material, including any human or animal fluids, matter, flesh, or blood
- Organisms (living or dead) – *Due to ethical issues surrounding the use of living organisms in art practice, any use of animals, living organisms, tissues (including animal flesh), fluids, blood, or related matter must be reviewed and approved by AHVA staff before proceeding*

Any potentially hazardous or unconventional studio materials, processes, or practices that you intend to work with in the facilities or on the UBC campus, whether listed in this handbook or not, must be reviewed by AHVA faculty and staff before you commence work. Failure to follow these materials and safety guidelines may result in your access privileges being suspended or revoked, and/or the loss of your deposit.

## **AHVA Spray Booths & Respirators**

If you need to use spray paint or do any kind of industrial finishing that involves materials containing volatile organic compounds (VOCs) or that

may generate fumes or dust, you are required to do this work safely in an appropriate facility. Examples of this kind of finishing include spray painting, sanding, and using materials in the form of a particulate, such as flocking. Please consult with area staff about the best solution for the process you wish to use.

Do not do this kind of work in general studio areas, in the common areas of a building, or anywhere outside, as it can be hazardous to you, the public, and the environment. Instead, plan ahead and consult with AHVA staff.

Some of these techniques can be done safely in spray booths on the second, third, and fourth floors of the Audain Art Centre. These booths can accommodate large-scale, three-dimensional objects. The spray booth pushes large volumes of air through the space, which in combination with personal protective equipment (a respirator) will allow you to safely complete your finishing work.

You can request access to the spray booths at the Audain Art Centre, provided you have the appropriate personal protective equipment (PPE), which includes goggles and a personal respirator with cartridges. UBC requires that you complete a respirator fit test before you use the spray booth.

UBC offers regular respirator fit-testing sessions throughout the year, performed by Safety & Risk Services. The cost per fit test is \$35 and you can register by scanning the QR code or visiting <https://wpl.ubc.ca/browse/srs/osc/courses/wpl-srs-rft> for the online portion of the fit test. Then,



follow the instructions to register <https://srs.ubc.ca/health-safety/occupational-hygiene/respiratory-safety/> and for more information, or contact Jeremy Jaud at 604 360 7814 or [jeremy.jaud@ubc.ca](mailto:jeremy.jaud@ubc.ca).

Once you complete your respirator fit test, you will be added to the AHVA access list for the year and will be eligible to sign out spray booth keys for limited periods to complete course projects. Do this early in the term to expedite access!

# Shared Areas & Displaying Work

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## Installation, Display & Public Space

You may only display or attach your artwork to designated display surfaces and locations. Tacks and finishing nails are the preferred fasteners – tape is not recommended. Do not affix work to any surface in the public/common space of a building without prior approval from area staff. Proper de-installation and clean up of your artwork is expected in a timely manner. Should you have any inquiries on installation methods, please contact the appropriate area staff.

Do not suspend anything from mechanical systems or lighting, or from power, water, steam, or fire suppression systems on the ceiling. Area staff can help you find appropriate anchor points to suspend work.

Any artwork or activity intended for public spaces requires official approval from AHVA and UBC before you move forward – do not just drop off the work and see what happens.

If you are planning a work, performance, action, or display in public areas (whether in a building or on the grounds of the UBC campus), you must consult with an area technician or the Manager Studios, Exhibitions and Facilities, Jeremy Jaud, at least three weeks in advance to discuss the details of your work. Projects cannot be enacted in public spaces without this permission. Plan ahead.

When you work on and install your projects, you must not damage or deface university property in any way. This includes UBC grounds, buildings, and equipment. Students are prohibited from working directly on walls, floors, and windows or altering them in any way.

All students must adhere to UBC regulations regarding research activity and work carried out on campus. These regulations include provisions for environmental protection and other safety and habitat concerns. All work must comply with UBC safety codes, including those related to fire prevention, public safety, and the safety of people with disabilities.

## Common Spaces & Shared Areas

Due to fire regulations, all hallways and common areas must be kept clear of personal materials at all times. Do not use common areas as working areas or as extensions of functional studio space.

Your research activities should not disturb, manipulate, or alter the artwork or physical space of your studio mates. Do not intrude on the studios of others without their consent.

Please keep all of your artwork and materials contained in studios or allocated storage areas. You are responsible for removing all materials, projects, and personal belongings at the conclusion of your classes. AHVA does not offer any storage or disposal services.

## Sign-out Spaces & Display Walls

AHVA has a number of private spaces that are available for you to sign out for a period of time. These spaces include areas to hang your artwork for a critique, take photos, install larger work or edit digital media.

We have the following spaces available for you to use:

- BCB Darkroom
- BCB Photo Studio
- AAC Waste Room
- Wall space in the AHVA Lounge outside the undergrad studios
- AHVA Media Production Suite

To sign these areas out, please scan the QR codes located onsite or on this page. You may also visit the AHVA Meeting Room Booking System (MRBS) at <https://ahvaprbookings.arts.ubc.ca/> and select the appropriate space.



The spaces are booked on a first-come, first-served basis, but if you have questions or concerns please contact the area technician. The guidelines for each area, including maximum sign out duration, will appear on the website.



## **Furniture, Equipment & Maintenance**

Please treat studios and equipment with respect.

Physical modifications to studio facilities, furniture, and equipment are not permitted.

All furniture and equipment is tagged and inventoried for each facility. Do not remove anything from the area you're working in.

Students are expected to ensure furniture and equipment are not damaged from neglect or misuse. If you encounter anything that requires maintenance, contact area staff as soon as possible so that we can ensure it is repaired and looked after.

Before you bring furniture or support structures (such as tables and storage units) into a facility, consult with AHVA staff first, who will review your request in terms of health and safety considerations. These include any structures or supports you plan to build in your space. Any items that you are approved to bring into the space are your responsibility and must be promptly removed at the end of your project or class.

## **Disposal of Excess Materials & Garbage**

You are expected to keep your work areas clean and tidy and are responsible for disposing of excess materials and garbage in accordance with best practices and UBC guidelines.

That being said, it is imperative that you are considerate with all of your waste management. Please do not abandon or attach "free" signs to unwanted material in hopes that someone will collect your things. You are responsible for the proper disposal of all your unwanted and excess materials.

Sort and dispose of all non-hazardous waste in appropriate receptacles for paper, plastic recyclables, and safe organic waste. Oversized items need

to be broken down to a manageable size (ideally to fit the regular waste-stream bins).

All wood, metal, plastic, and glass waste needs to be safely broken down in the AHVA workshop in Dorothy Somerset Studios into appropriate disposal bins for disposal by UBC Waste Management. This material cannot be disposed of in a regular garbage bin.

Before you dispose of potentially hazardous material, sharps, and other dangerous items (e.g., batteries), consult with AHVA staff for instruction on safe disposal.

Disposing of hazardous materials or objects in a regular garbage bin can potentially injure others or harm the environment. To avoid this, please maintain consideration and responsibility of your art waste.



# AHVA Codes of Practice

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The Department of Art History, Visual Art and Theory expects that all students taking VISA courses will be respectful and responsible when researching, creating, and presenting work publicly.

VISA students are members of the UBC community and must ensure that their research and the content of their work do not violate international, national, provincial, municipal, or university laws and policies.

AHVA reserves the right to review and provide final approval for what research is conducted and how work is publicly presented.

AHVA faculty and staff are here to assist students in safely achieving their academic and artistic goals. Faculty and staff respect student



confidentiality. A full list of UBC policies can be viewed on the UBC Vancouver Academic Calendar by using the QR code or at <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,0,0,0>

## UBC Statement on Respectful Environment

The University of British Columbia envisions a climate in which students, faculty, and staff are provided with the best possible conditions for learning, researching, and working, including an environment that is dedicated to excellence, equity, and mutual respect. The University of British Columbia strives to realize this vision by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment, free from harmful behaviours such as bullying and harassment. The best possible environment for working, learning, and living is one in which respect, civility, diversity, opportunity, and inclusion are valued. Everyone at the university of British Columbia is expected to conduct themselves in a manner that upholds these principles in all communications and interactions with fellow UBC community members and the public in all university-related settings.

## **Academic Freedom**

The members of the university enjoy certain rights and privileges essential to the fulfilment of its primary functions: instruction and the pursuit of knowledge. Central among these rights is the freedom, within the law, to pursue what seems to them as fruitful avenues of inquiry, to teach and to learn unhindered by external or non-academic constraints, and to engage in full and unrestricted consideration of any opinion. This freedom extends not only to the regular members of the university, but to all who are invited to participate in its forum. Suppression of this freedom, whether by institutions of the state, the officers of the university, or the actions of private individuals, would prevent the university from carrying out its primary functions. All members of the university must recognize this fundamental principle and must share responsibility for supporting, safeguarding, and preserving this central freedom. Behaviour that obstructs free and full discussion, not only of ideas that are safe and accepted, but of those which may be unpopular or even abhorrent, vitally threatens the integrity of the university's forum. Such behaviour cannot be tolerated.

## **Freedom from Harassment & Discrimination**

The University of British Columbia is committed to ensuring that all members of the university community – students, faculty, staff, and visitors – are able to study and work in an environment of tolerance and mutual respect that is free from harassment and discrimination.

# Student Accident Insurance

Student Accident Insurance (SAI) is an optional insurance plan that provides accident (not illness) coverage for UBC registered students when engaged in course work. It is designed to cover UBC students and post-doctoral fellows performing course-work-related activities in environments where the risk of injury is greater than in a classroom, e.g., laboratories, clinical practice, or field work.

SAI provides a \$50,000 maximum benefit for death or dismemberment and a \$5,000 limit for other medical-related expenses, e.g., ambulance, prescription drugs. Students must have a BC Medical Plan or its equivalent from another province in place (basic medical care) in order to be eligible. SAI is \$7 per year per student, and AHVA must collect the premium from students. For more information, please visit the AHVA main office.



# Department Contacts

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## **Photography & Digital Media Technician (AV Cage)**

Rob Bos | 604 822 8088 | robert.bos@ubc.ca



## **Photo & Exhibitions Technician**

Felix Rapp | 604 822 8088 | felix.rapp@ubc.ca



## **Drawing, Painting & Sculpture Technician**

Andrew Keech | 604 822 4647 | ahva.shop@ubc.ca



## **Print Media Technician**

Ian Craig | 604 822 3462 | ian.craig@ubc.ca



## **Digital Media Technician**

Timothy Fernandes | 604 827 2238 | timothy.fernandes@ubc.ca



## **Manager Studios, Exhibitions & Facilities**

Jeremy Jaud | 604 822 2150 | jeremy.jaud@ubc.ca



## **Program Assistant**

Tracy Chiu | 604 822 2757 | ahva.dept@ubc.ca



## **Undergraduate Advisor**

Greg Gibson | 604 822 1282 | greg.gibson@ubc.ca



## **Graduate Program Coordinator**

Bryn Dharmaratne | 604 822 4340 | ahva.grad@ubc.ca



## **Administrator**

Andrea Tuele | 604 822 3281 | andrea.tuele@ubc.ca

## **Department Address & Contact Info**

### **Department of Art History, Visual Art and Theory**

#### **The University of British Columbia**

Frederic Lasserre Building

400 – 6333 Memorial Road

Vancouver, BC, V6T 1Z2

Email | [ahva.dept@ubc.ca](mailto:ahva.dept@ubc.ca)

Web | [ahva.ubc.ca](http://ahva.ubc.ca)

## **Emergency Numbers**

*Medical, Fire, Police, Hazardous Response* | 911

*UBC Mobile First Aid (Students)* | 604 822 2222

*UBC Mobile First Aid (UBC Paid Employees)* | 604 822 4444

*UBC Hospital Urgent Care (8:00am to 10:00pm)* | 604 822 7662

*UBC Security (Non-emergency 24 hours)* | 604 822 2222

## **Non-Emergency Numbers**

*Ambulance (Non-emergency)* | 604 872 5151

*RCMP (University Detachment)* | 604 224 1322

*Student Health Services* | 604 822 7011

*Safewalk* | 604 822 5355

*Counselling Services* | 604 822 3811

*Sexual Assault Support Centre (SASC)* | 604 827 5180

*UBC Equity Office* | 604 822 6353

*Risk Management Services* | 604 822 2029

# Vendor & Supplier Listing

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## **Deserres Art Supplies (student discount available)**

1431 West Broadway | 2811 Grandview Highway

## **Opus Art Supplies (student discount available)**

555 West Hastings St. | 1360 Johnston Street

## **Rath Art Supplies**

2412 Main Street

## **Urban Source**

Craft and materials store | 3126 Main Street

## **Paper-Ya**

Fine papers and supply store | 1666 Johnston Street

## **Dressew**

Fabric and materials store | 337 West Hastings Street

## **The Regional Assembly of Text**

Stationery and typewriters | 3934 Main Street

## **The Lab (student discount available)**

Film photography developing, printing, and framing | 295 East 2nd Avenue

## **Beau Photo (student discount available)**

Photo supplies and equipment rentals | 1401 West 8th Avenue

## **Michaels Art Supplies, Crafts & Framing**

665 West Broadway | 1022 Alberni Street

## **VIVO Media Arts Centre**

Equipment rentals | 2625 Kaslo Street



These suppliers are in addition to the AHVA Online Supply Shop. This in-house store provides art materials and PPE at student-friendly prices. Access the shop by scanning the QR code or by visiting <https://payments.ahva.ubc.ca/>



# Galleries & Artist-Run Centres



## **Access Artist Run Centre**

222 East Georgia Street

## **Artspeak**

233 Carrall Street

## **CAG (Contemporary Art Gallery)**

555 Nelson Street

## **Catriona Jeffries**

950 East Cordova Street

## **Centre A: Vancouver International Centre for Contemporary Asian Art**

205 – 268 Keefer Street

## **Fazakas Gallery**

688 East Hastings Street

## **grunt gallery**

350 East 2nd Avenue

## **Hatch Gallery**

AMS Student Nest, 6133 University Boulevard

## **Morris and Helen Belkin Art Gallery**

1825 Main Mall

## **Or Gallery**

236 East Pender Street

## **Pale Fire Projects**

866 East Broadway

## **Polygon Gallery**

101 Carrie Cates Court

## **Vancouver Art Gallery**

750 Hornby Street

## **Wil Aballe Arts Project**

1129 East Hastings Street

# Notes





