

COMMUNITY EXHIBITS PROGRAM

Guidebook to Planning your Exhibit



Burnaby Village Museum

Handmade
from Badakhshan
Northern

Community Exhibits Program Guidebook

Community exhibits are an opportunity for groups, individuals, and cultural organizations from Burnaby to showcase their treasures and share their stories with a wide audience. These exhibits serve to increase access to stories and experiences by and about people connected to Burnaby, including cultural or linguistic minorities, people of colour, and sexually and gender diverse people. Exhibits may include photos, objects, textiles, art, video, and documents. Successful exhibit proposals allow individuals and groups to showcase their stories using the expertise of Burnaby Village Museum exhibit staff.

Exhibits are shown for 4 months during our summer season (first Saturday in May – Labour Day). Exact dates are mutually determined based on calendar and availability.

HOW TO GET STARTED

To get started, read this guidebook, and then submit your exhibit proposal. Submissions are accepted on an ongoing basis.

HOW ARE EXHIBITS SELECTED?

We are looking for exhibits that:

- Fit with Burnaby Village Museum's Mission and Values (see next page);
- Has a connection to Burnaby;
- Considers previous exhibit themes and ensures new and unique ideas from one year to the next;
- Physically fits within the exhibit space;
- Are appropriate for a family audience.

If a proposal is unsuccessful the group may re-apply the following year. If a community group/individual has been awarded an exhibition, they must refrain from applying again until two years after the end of their exhibition.

Final selection is chosen by the Museum's Curator, Assistant Curator and the Design and Production Coordinator. Exhibits are scheduled based on availability and funding. Criteria subject to change.

Burnaby Village Museum's Mission, Vision & Values

MISSION

The Burnaby Village Museum is the primary historical resource for the City of Burnaby. It encourages understanding, appreciation, and enjoyment of and participation in Burnaby's unique history. The Museum fosters a shared sense of community and identity for the citizens of Burnaby and visitors.

VISION

The Burnaby Village Museum invites visitors to join a community of learners, sharing history through collaboration, participation and discovery.

INTERPRETIVE VALUES

- Stories are at the heart of what we do
- Tangible heritage provides a strong foundation
- Memorable experiences are created in collaboration
- Learning should be fun, meaningful and social
- Personal encounters with history are important

These values are explored across the 10-acre site through three Burnaby themes: Community, Transportation, and Environment and two Universal themes: Technology and People.

AUDIENCE

We want visitors to be able to explore and create personal meaning at the Burnaby Village Museum. We strive to make everyone who comes to Burnaby Village Museum feel a sense of belonging. We appreciate that each day in the Village is the result of unique and dynamic collaboration between staff and volunteers, community partners, and visitors. For this reason, bringing new and different stories to the Museum is a constant process to engage community members.

Our audience consists of families, school groups, multi-generational family groups, and tourists from all over the Lower Mainland and beyond.

Exhibit Development Process

Creating an exhibition in a museum might seem like a daunting task. Here is a general overview of the steps that go into making a museum exhibition.

1. **Meet with Museum Staff:** Once selected to create an exhibit, museum staff will set up a meeting with the applicant to plan the exhibit in more detail. This includes the budget, development timeline, content, and design ideas.
2. **Create a Timeline:** Curator and Assistant Curator will set up a timeline of key goals to create the exhibit and who is responsible. This will include: choosing exhibit themes, objects to display, advice on layout, graphic design, writing and editing texts, and plan for delivery and installation of display items.
3. **Develop Exhibit Content:** Curator and Assistant Curator will guide your community group in developing the big idea you want to communicate to viewers. Then you will work together over a few months to develop exhibition text, choose photos that illustrate your big idea, decide what objects to include, and collect information about each object and photo.
4. **Budget:** Costs associated with the installation of the exhibition are the responsibility of the Burnaby Village Museum. This includes providing display cases and preparing graphics such as photos and labels. Community groups volunteer their time to create an exhibition but do not pay any costs associated with the exhibit creation.

NOTE: Burnaby Village Museum exhibit staff have the final say on exhibit items, texts and/or design plans.

Timeline

Preparing an exhibition takes time. The process includes different steps that must be completed to ensure the final exhibition is ready. Here are key deadlines:

Task	Deadline
Assign one person to be the key contact	As soon as the exhibit is confirmed by Burnaby Village Museum
Decide the final exhibit theme based on your Community Exhibit submission	8-10 months before the exhibit opens
Provide a list of content (e.g., objects, documents, art, videos)	4 months before the exhibit opens
Submit all final photos to the museum	4 months before the exhibit opens
Submit all panel text, translations (if applicable) and object label information to the museum	4 months before the exhibit opens
Approve final texts and graphic design prepared by the museum before printing	2 months before the exhibit opens
Drop off all display items to museum	2 months before the exhibit opens
Submit video/audio files (if applicable)	6 weeks before the exhibit opens
Pick up all objects and loaned items	Within 3 weeks of the end of the exhibit

*timelines may vary

Responsibilities

The following chart outlines who is responsible for the key parts of the exhibit creation:

Task	Community Group	Burnaby Village
Content creation and writing main message of exhibit	✓	✓
Providing objects/artifacts for display	✓	
Providing photos and/or video for display	✓	✓
Providing written information about objects for display	✓	
Providing written information about photos/video for display. Permission is needed from the creator	✓	
Providing translations of any written information	✓	
Editing content for word length, accuracy and audience suitability		✓
Completing a loan form for the items that will be displayed Museum.	✓	✓
Dropping objects off at the museum 6 weeks before the exhibit	✓	
Installing objects and photos in the exhibit		✓
Printing (including the cost) of exhibit texts, photos, object labels and other graphics. Museum covers printing costs.		✓
Graphic Design for exhibit graphics and text		✓
Costs and staff to install the exhibition		✓
Take down of the exhibit		✓
Pick up all objects, documents, and loans items	✓	

**areas of responsibility may vary depending on exhibit*

Objects

Objects placed on exhibit do not have to be valuable or old. The objects you choose should relate to the story you are trying to tell. Sometimes exhibits will include objects from one or more people involved in the community group. Once you have selected the object, the Museum will need to be in direct contact with the owner of the object to secure proper permissions.

Some objects are sensitive to light and changing temperatures, and may sustain slight change while on exhibit (colour fading, creases, etc). The exhibit space does not have humidity and temperature controls, and has windows that let in natural and UV light. The exhibition space is also used heavily by children during lunchtimes and play times.

Together with Museum exhibit staff, you will need to understand the risks of exhibiting an object and what should be done to minimize the risk.

All objects on display will be on TEMPORARY loan to the Museum for the duration of the display only.

Photos

Museum staff can help you find and reproduce photos and other graphics. In general, photos saved from the internet are too low quality to use in an exhibit. When sourcing photos for your exhibit, the Museum and the City Archives have a large selection of images open to the public, available to view on HeritageBurnaby.ca.

Exhibition Area

Community exhibits are displayed inside the Museum's Multi-Purpose Room. The overall area for this exhibit space is: 25ft x 12ft. Exhibit cases, graphics and digital options like videos will be discussed with the Museum team as you plan the exhibit.

Community exhibits have 3 options of floorplans to choose from:

OPTION 1 For this option panels and display case locations and sizes are fixed.



OPTION 2 This option offers some flexibility on the location of the display case on the North wall.



OPTION 3 This option offers some flexibility on the location of the monitor on the North wall. Panel and display case locations and sizes are fixed.



Examples from 2025



Terms and Conditions

1. The Lender will inform the Burnaby Village Museum of a change of details, including but not limited to change of name or address.
2. The Museum shall hold responsibility and liability for the loaned materials during the time of the loan.
3. The Museum will inform the Lender of loss of object(s) or of any damage of whatever nature including any discovered on first receipt/delivery.
4. The Museum retains the right to review and edit exhibit texts and exhibit content to ensure it is aligned with Museum mission and values.
5. The Museum has the right to refuse objects/images for display if they are deemed inappropriate, unsafe, or to ensure the protection of the object/document.
6. The Museum will cover costs associated with the display of the item(s), including an exhibition labels and graphics.
7. The community group or individual leading the exhibition is responsible for providing print resolution digital copies or originals for scanning, of any images to be reproduced along with photo credit and caption information.
8. The Lender maintains the right to recall the object(s) from loan, particularly if the conditions of loan are not being met.
9. No financial compensation will be given for the display of the lent items. All reasonable out-of-pocket costs associated with the loan will be met by the Museum. Costs to set up the exhibit are covered by the Museum.
10. The Museum will provide reasonable access to the objects to staff or agents of the Lender, for example for inspection or conservation. Visits will be arranged in advance with consideration of the convenience of all parties.
11. Condition Reports for the objects on loan will be completed after transport to the Museum. Condition inspections may be undertaken by experienced staff or agents of the Burnaby Village Museum.
12. The Museum will ensure that the object(s) are maintained in a suitable condition for display. Surface cleaning, such as dusting may be carried out, but no repairs, conservation or extensive cleaning may be undertaken without the prior written permission of the Lender.
13. The object(s) will not be used, operated or worn without the prior written permission of the Lender. The object(s) may otherwise be handled, moved and cared for by staff or agents of the Museum for exhibit purposes in accordance with commonly understood and accepted care and handling practice and procedures.
14. All third-party requests relating to the loan object(s) will be referred to the Lender unless specific license is given to the Museum, including but not limited to copyright. The Museum will not lend the objects to any third party, or otherwise remove them from the specified loan venue except in an emergency. In the event of an emergency, the Lender will be notified at the earliest possible time.
15. Unpacking and installation of the objects and the exhibit will be undertaken by Burnaby Village Museum.
16. Photographs or other reproductions of the object(s) must not be made for commercial purposes by the Museum or other parties without the prior permission of the Lender. Photographs may be taken by the Museum for record keeping or promotional publicity purposes. Photographs may be taken by visitors for private study. Photographs may be taken for promotion and the reporting of news. Other restrictions may be added below.
17. The Lender consents to the processing of their personal details by Burnaby Village Museum in accordance with the Freedom of Information and Personal Privacy Act. Details and information will be kept confidential.
18. In the event of loss or damage to loaned items, after professional assessment and quotations, the Museum will compensate Lender for the repair or replacement of objects during the time the Museum had possession.
19. The Lender confirms that no object(s) are known or suspected to have been stolen, illegally imported, or exported, or illegally excavated as defined in the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property.