ARTEXTE

SUBMISSION OF AN ARTIST OR CURATOR FILE

Artexte is a library, research centre and exhibition space for contemporary art. Our unique print and digital collection holds over 30 000 documents covering the visual arts, sound art and contemporary dance.

Artexte currently houses more than 8000 files on individual artists from around the world. This collection is regularly consulted by art historians, curators, critics, journalists, and other professionals in the visual arts. If you are a professional visual artist, curator or choreographer we would like to invite you to submit a file of your artistic practice to Artexte. We hope that you will see this request as a way of linking your practice to the broader artistic communities in Canada and internationally.

TYPES OF DOCUMENTATION TO SUBMIT:

- A curriculum vitae including a brief biography and a list of events and activities related to the work (exhibitions, performances, shows, academic and technical education, teaching and writing activities, etc.);

- Slides or photographs representative of your work (print or digital format). Other documents (audio and video recordings) may also be included if pertinent;

- A bibliography of texts written by or about the artist (including artist's books and unpublished manuscripts) and/or photocopies of the original documents;

- Artist's statement;

- Original documents such as artists' books, zines, periodical issues containing a contribution by the artist, newspaper clippings, exhibition catalogues, invitation cards, press releases, posters, programmes, etc.;

Please note that documents should fit into an 8 1/2 x 14" folder. Artexte may be unable to accept material that exists in other areas of the collection, or if it is too fragile or cumbersome.

Artists' files are available for public consultation on the premises, free of charge. Most published documents (e.g. exhibition catalogues, artists' books, critical texts, etc.) will be catalogued and their description will be searchable through the bibliographic catalogue on our website.

If a dossier is accepted, the donor will be required to complete a form for administrative purposes.

The process for submitting a file is simple: send in or drop off your documentation during Artexte's opening hours (may vary, see artexte.ca for up-to-date hours).

We also encourage you to submit digital versions of your publications and ephemera. Digital documents can be submitted by electronic transfer, CD or DVD.

DIGITAL PUBLICATIONS:

Includes exhibition catalogues, artists' books, zines', periodicals (complete issues), videos, or event programs. These are either uploaded to our online catalogue, e-artexte, where they are indexed in order to be discoverable and accessible on the Web. Or they will be accessible on-site for researchers on a local server.

To include a digital publication in e-artexte and to distribute it on the Web, you must either be the copyright holder, or have permission from all copyright holders to distribute the publication. If you do not have the necessary permission, the document will only be available to on-site researchers.

DIGITAL EPHEMERA:

You can also submit digital versions of ephemera (invitation cards, posters, pictures, articles, press releases, etc.). These documents will not be catalogued in e-artexte, but they will be hosted on a local server and accessible to researchers on site.

SUBMISSION GUIDE FOR EPHEMERAL DOCUMENTS AND DIGITAL DOCUMENTATION:

- Save images in JPG format; TIFF; or BMP

- Save text documents in PDF / A format; PDF; or RTF

- Save images in 72 dpi maximum dimension of 1024 x 768 pixels

- Name each image by entering a number and a title corresponding to a printed list, describing the visual material (do not use special characters (# / @! &, Etc.), do not use accented letters or spaces in them. securities

- Do not submit compressed or condensed files

- Submit a list of digital documents (press clippings, posters, invitation cards, documentation image, resume, art work, etc.) with your files, including file format details.