

Artex te currently houses more than 7 500 files on individual artists from around the world. This collection is consulted regularly by art historians, curators, critics, journalists and other professionals in the visual arts. If you are a professional visual artist, we would like you to submit a file of your artistic practice to Artex te. 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, academic and technical education, teaching and writing activities, etc.);
- Slides or photographs representative of your work. Other documents (audio and video recordings, compact discs, CD-ROMs, etc.) 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- A bibliography of texts written by or about the artist (including artist's books and unpublished manuscripts) and/or photocopies of the original documents (especially valuable when the originals are inaccessible).
- Artist's statement;
- Original documents such as artist's books, periodical issues containing a contribution by the artist, newspaper clippings, exhibition catalogues, invitation cards, press releases, posters etc.;

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

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

Submissions by mail should include a self-addressed stamped envelope.

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

**The process for submitting an artist file is simple : send in or drop off your documentation during Artex te's opening hours. (Wed- Fri 12pm – 7pm, Sat. 12pm – 5pm).**

We also encourage you to submit electronic versions of publications such as artists' books, magazines and exhibition catalogues. All digital deposits will be uploaded to our online catalogue e-artexte and made available to the public free of charge. You must ensure that you are the copyright holder, or have obtained written permission from the copyright holder of any digital documents that you wish to submit to our online collection.

For more information on submitting electronic documents please contact :  
eartexte@artexte.ca

### **GUIDELINES FOR SUMITTING DIGITAL DOCUMENTATION AND EPHEMERA :**

#### **DO**

Submit PC and MAC compatible file formats

Save images as .jpg; .tiff; or .bmp file formats

Save text documents as .pdf; or .rtf; file formats

Save images as 72dpi with maximum dimensions of 1024x768 pixels

Label each image with a number and title which correspond to a printed list of description of visual materials (do not put any signs or spaces in the titles (# / @ & ...))

Submit a printed list of the contents of your CDROM or DVD including details on file formats.

#### **DO NOT**

Submit files that are compatible only with other platforms

Submit files that exceed 1024x768 at 72 dpi (they will display larger than the monitor size and can crash some viewing applications)

Submit zipped or stuffed files

Submit files on unusual supports (CD-ROM, CDRW, audio Cds or DVDs are supported by the resources at Artexte)

Submit formats that are incompatible with North American standards (e.g. PAL videos)