



## **DONATION POLICY**

Artex te recognizes the generous support it receives from the visual arts community. The success and growth of our collection is due, in large part, to the donation of art publications by members of this community.

The analysis and eventual treatment of donations represents a significant allocation of our resources, and for this reason, the following guidelines should help you prepare your donation.

## **GUIDELINES**

### Organizational donors

We encourage arts organizations to send us:

- documents that reflect their activities (exhibition catalogues, exhibition invitations, announcements, and other published materials)
- publications about Canadian artists from small or independent presses (published in Canada or abroad)
- reference materials on the subject of Canadian art
- art theory or art critical texts published for the international visual arts community
- art periodicals published in Canada or internationally
- published materials about major international artists and cultural activities

To avoid sending us materials that are already in our collection, or publications that Artex te does not collect, we ask that arts organizations:

- do not send us materials that originate from other art institutions in Canada
- do not send us more than one copy of the same publication
- do not send us invitations, press releases, press kits or press clippings concerning exhibitions or other activities that took place outside of Canada
- do not send us auction catalogues
- do not send us works of art

### Private donors

Individuals who wish to contribute to our collection are encouraged to send us materials that document activities in the Canadian visual arts. We accept materials published outside of Canada that have significance for the Canadian or international visual arts community.

## **GENERAL CONDITIONS**

As a first step, we ask all donors to provide us a list of documents that they would like to donate so that we can determine whether or not these titles are already in the collection, and evaluate their relevance for our acquisition purposes.

Artex te will accept or decline an offer of donation based on criteria set out for the development of the collection.

Once accepted, donated documents become the property of Artex te.

Tax receipts may be given for donations with a minimum value of \$25, although receipts may not be issued in the same year as the donation.

New acquisitions will be treated so that they will be accessible to the public either through our artists' files, organizational files, or databases.

**Please do not hesitate to contact us should you have additional questions.**