



ARTEXTE DOCUMENTATION CENTRE SUBMISSION OF AN ARTIST'S FILE

Artexzte currently houses more than 7,000 files on individual artists from around the world. This resource 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 Artexzte. We hope that you will see this request as a way of linking your practice to the broader artistic communities in Canada and internationally. A file usually comprises:

Basic materials:

- 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.);
- A minimum of 15 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 artists' books and non-published manuscripts) and/or photocopies of the original documents (especially valuable when the originals are inaccessible).

Additional material:

- Artists' statement;
- Original documents such as artists' books, periodical issues containing a contribution by the artist, newspaper clippings, exhibition catalogues, invitation cards, press releases, posters, etc.;
- Any other document of relevance.

Please note that documents should fit into a 8 ½ x 14" folder. Artexzte may be unable to accept material which exists in other collections, or is fragile or cumbersome.

The material included in a file may be bound (as long as it can be easily photocopied) or left loose.

Artists' files are available for public consultation on the premises, free of charge. Most published documents (e.g. exhibition catalogues, artists' books) will be catalogued and their description will be searchable through the bibliographic catalogue on our website:
http://www.artexte.ca/a_bases_de_donnees.htm

If a dossier is accepted, the artist will be required to complete a form for administrative purposes. Any request for the reproduction of photographic and audio-visual material will be referred to the artist.

Submissions should include a self-addressed stamped envelope.



If you have any further questions regarding submissions, please do not hesitate to contact us:
info@artexte.ca



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Submission Guidelines for Electronic Documents

We are a paper-based Documentation Centre. Having physical documentation in your artist file vastly improves the researcher's experience. Because of limited resources, Artex-te will not accept submissions by e-mail and in addition requires that some types of documentation be provided as a printed document.

We accept electronic documentation which conform to the guidelines of the Canada Council submission procedures:

DO

- Submit PC-compatible file formats
- Save images as .jpg; .tiff; or .bmp file formats
- Save text documents as .pdf; .rtf; or .html file formats
- Save images as 72dpi with maximum dimensions of 1024x768 pixels
- Save images in RGB colour mode
- 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 (# / @ & õ)
- Save movie or video files as formats compatible with Quicktime or Windows Media Player.
- Save audio files on an audio CD or in mp3 format compatible with Quicktime or Windows Media Player
- Submit a printed description of visual materials
- Submit a printed version of your CV and artist statement.
- Submit a printed list of the contents of your CD-ROM or DVD including details on file formats.

DO NOT

- Submit files that are compatible only with other platforms (MAC)
- 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 software to be downloaded. Artex-te will not install third-party software to view your files, the file formats listed above are appropriate for viewing in most web browsers.
- Submit documents or images by email
- Submit files on unusual supports (CD-ROM, CD-RW, audio CDs or DVDs are supported by the resources at Artex-te)
- Submit formats that are incompatible with North American standards (e.g. PAL videos)

Test all of your electronic files before submitting them to Artex-te. If your CD-ROM or DVD is not readable or does not conform to this list of criteria Artex-te will not include it in the collection. If the documentation provided for your artist's file in electronic format does not conform to standards which are supported by Artex-te's technological resources, the item will be returned, donated to another institution or destroyed. If there is adequate information on the packaging or additional material provided with the electronic document the item will be kept based on its informational value for researchers.