

Click on the number for more information.

For internal use only

If you are depositing more than one print, fill out only sections 2, 3, 13, 14 and 15,
and APPENDIX I – List of Deposited Prints.

1
Title

2 **Artist**
Last name First name Date of birth Pseudonym, if any

3 **Publisher** **4** **5**
Print house, city Year of printing

6
Rights holder(s)

7
Contact information for the rights holder(s), if not the depositor

8 **Printer**
Last name First name Date of birth Pseudonym, if any

9 **Techniques:** wood engraving drypoint etching mezzotint lithography
screen printing linocut collagraphy other (specify):
Enhanced with:

10 **Print run:** TOTAL PRINT RUN: NO. OF THE DEPOSITED COPY:
No. of copies: + + + + +
final page proofs copies for sale artist copies legal deposit not for sale printer copies

Other (specify) – see details in Appendix I

Type of run: identical proofs: limited edition: varied edition (list variations, if any):
open edition: reprint:

11 **Sales price** **12** **Type of paper**
(or medium, if not paper)

13 **Comments**

14 **Documents included:** CV (without identifying information)
 Other document(s)
(specify)

15 **Depositing individual or organization:**

Depositor name

Organization

Address Postal code

Phone Fax Email

Depositor signature Date

The **Act respecting Bibliothèque et Archives nationales du Québec** stipulates that publishers must deposit a copy of all works published in Québec, including prints, within seven days of their publication. Each deposited print must be accompanied by a completed legal deposit form. If the price of the work exceeds \$5,000, depositing it is optional, but publishers must still complete a legal deposit form and send it to BANQ.

In accordance with the Regulation respecting the legal deposit of published documents other than films, only one copy of the print must be deposited. BANQ decides whether or not to purchase a second copy. An Acquisition Committee meets periodically to recommend prints of which a second copy will be acquired.

[Click ↩ to go back to the form](#)

INSTRUCTIONS FOR COMPLETING THE FORM

- ↩ **1. Title:** Enter the full title.
- ↩ **2. Artist:** Enter the last and first name of the artist who created the print, and their pseudonym, if applicable. The date of birth is optional, and is used solely to differentiate people with the same name. For collective projects, enter the name of the collective and list the individuals involved in it in brackets.
- ↩ **3. Publisher:** The person or organization responsible for publishing the print. The artist usually acts as the publisher.
- ↩ **4. Print house:** Enter the name of the print house and the city where the print was made.
- ↩ **5. Year of printing:** Enter the year the print was made.
- ↩ **6. Rights holder(s):** Enter the last and first name of the rights holder(s). This information tells BANQ from whom it may obtain the rights to reproduce, publish, digitize, communicate to the public by telecommunication, specifically via its Internet portal, and exhibit the work.
- ↩ **7. Contact information** (if not the depositor): Enter the mailing address, telephone number and email address that will enable BANQ to contact the rights holder(s), if this contact information is different from what was provided in item 15.
- ↩ **8. Printer:** Enter the last and first name of the printer who produced the print, and their pseudonym, if applicable. The date of birth is optional, and is used solely to differentiate people with the same name.
- ↩ **9. Techniques:** Check the corresponding box for the primary technique used to make the print. If the print has been enhanced, specify what was used: watercolour, pencil, gouache, etc.
- ↩ **10. Print run:** Enter the TOTAL number of first edition copies and the specific number of the deposited copy. On the next line, enter how many of each type of proof were printed. If applicable, use the OTHER line to indicate the other types of runs and how many: printer's proofs, sample proofs, stage proofs, trial proofs, or cancellation proofs. The sum of all types of proofs must equal the total number given. Use the following line to indicate the type of print run.
- ↩ **11. Sales price:** Enter the fair market value, in Canadian dollars.
- ↩ **13. Comments:** Enter, if applicable, any descriptive information not mentioned elsewhere on the form.
- ↩ **14. Documents included:** We strongly recommend that you provide a CV to assist members of the Acquisition Committee in their work.
- ↩ **15. Depositing individual or organization:** The depositor must enter their name and, where appropriate, the name of the organization for which they are making the deposit and its contact information, and sign the form. An acknowledgement of receipt will be sent to the address that was provided.

Each page attached to the form must bear the artist's name and deposit date, and be numbered in the bottom right-hand corner.

ADDRESS:

Please send the completed form and a copy of the work to be deposited to:
Bibliothèque et Archives nationales du Québec
Section du dépôt légal
2275, rue Holt
Montréal (Québec) H2G 3H1

FOR INFORMATION:

Phone: 514 873-1101, ext. 3780
Toll free number: 1 800 363-9028
Fax: 514 873-4310
Email: depot@banq.qc.ca

Legal Deposit Form for Prints

APPENDIX 1 – List of Deposited Prints

(This appendix is only to be used if you are depositing more than one print)

SEE REVERSE FOR DETAILS ABOUT THIS FORM

Artist name:

Deposit date:

	Print title	City, year of printing	Techniques	Total print run (or variations)	No. of the deposited copy	Sales price	Type of paper	For BANQ use only
	Print house, printer (name and date of birth)							
1.								
2.								
3.								
4.								
5.								