

# MEMBERSHIP APPLICATION

## About ACP

Thank you for your interest in joining the Association of Canadian Publishers (ACP). The ACP represents approximately 115 independent Canadian book publishers from across the country. Our diverse membership includes publishers from a variety of genres.

## Mission

Through collective work, we advocate and collaborate to create the conditions for Canadian-owned book publishers' economic and cultural success. We work to help our members build the audience share for Canadian-authored and Canadian-published books in Canadian bookstores, libraries, educational institutions, and homes, and around the world.

## Vision

A vibrant and diverse Canadian-owned book publishing industry producing works by Canadian creators that are valued by all Canadians.

## Values

**Respect:** We uphold respect for each other as foundational to our work and workplaces. This includes, but is not exclusive to, work free from harassment, bullying, discrimination, and personal and sexual harassment.

**Diversity & Inclusion:** We uphold the importance of diversity, inclusion, accessibility, and gender parity in the Canadian book publishing industry. This includes, but is not exclusive to, culture, race, ethnicity, gender identification, sexual orientation, physical ability, and age.

**Responsiveness, Communication & Collaboration:** Open, transparent, respectful, and timely communication and collaboration are intrinsic to our success. They empower us to respond in meaningful ways to challenges and opportunities.

**Shared Success & Recognition:** We are stronger working together. Collectively, we express and add value to Canadian culture through the books we publish and promote across the supply chain. We believe publishers are the hub of book culture. The success of our members and their authors, individually and collectively, should be recognized, rewarded, and celebrated.

**Copyright:** We uphold the power and value of the written word. This includes respect for and the defence of copyright, which protects creators' and publishers' right to fair remuneration so that a diversity of voices and ideas can be amplified and heard.

**Literacy:** We uphold literacy as a basic human right. It is the key to a participatory society and cultivates a love of reading that benefits this and all future generations.

**Financial Responsibility:** We uphold responsible financial management and act with transparency to make wise, effective, and efficient use of the funds entrusted to us.

## Membership

To join, a publisher's head office of business must be in Canada, at minimum be 75% Canadian-owned and controlled, and publishes original books as a part of its business. There are two categories of ACP membership a publisher may qualify for, outlined below.

### Full Membership

- the publication of original Canadian books must be a **primary** part of the company's business
- have published no fewer than ten (10) original Canadian titles, of which no more than 25% are authored by employees, principals or directors of the company\*
- publishes at least four (4) original Canadian titles annually
- have been in operation for at least two years from the date of publication of its first original title

### Associate Membership

- the publication of original Canadian books must be an **important** part of the company's business
- have published least two (2) original Canadian titles in the previous three years, of which no more than 25% are authored by employees, principals or directors of the company\*
- publishes no more than four (4) original Canadian titles annually\*\*

#### Notes:

*\* Publishers with more than 25% of their titles authored by principals or directors of the company may be eligible for membership so long as they can demonstrate that they are a bona fide book publisher.)*

*\*\* In any year, once an associate member firm meets the requirements for full membership, the firm must apply for full membership status in the following year.*

### Privileges

All members (with noted exceptions) have access to all services and meetings of the ACP; however, only Full members may vote at membership meetings.

## Apply for membership

To become a member, we ask you to review the membership criteria, complete this membership application form, and submit your application for review. ACP's staff and board secretary will review applications before submitting to the ACP Board of Directors for adjudication.

If you have any questions, contact ACP staff at [admin@canbook.org](mailto:admin@canbook.org) or (416) 487-6116 x2310.

# APPLICATION FORM

## General Information

Name of company: \_\_\_\_\_

Address (head office): \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ General Email: \_\_\_\_\_

Website: \_\_\_\_\_

Social media accounts (e.g., Facebook, Twitter, Instagram, etc.):

\_\_\_\_\_

Publisher/Head of Firm's name: \_\_\_\_\_

Head of Firm email: \_\_\_\_\_

Contact person: \_\_\_\_\_ Position: \_\_\_\_\_

Contact person email: \_\_\_\_\_

Year established: \_\_\_\_\_ Number of full-time employees: \_\_\_\_\_

ISBN prefix(s): \_\_\_\_\_

Has the company operated under a different name in the past?

Yes

No

If yes, please indicate its previous name:

\_\_\_\_\_

Does your company have offices in locations other than the one listed above?

Yes

No

If yes, please specify additional offices:

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## Class of ACP Membership

Membership applying for:

Full

Associate

Have you been an ACP member in the past?

Yes

No

Why are you interested in joining the ACP?

## Ownership/Corporate Information

Head officers of this company:

|       |       |
|-------|-------|
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |

Directors (please list the name, citizenship and place of principal residence for each director):

|       |       |
|-------|-------|
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |

This company is:

Incorporated federally

Incorporated provincially/territorially (please specify): \_\_\_\_\_

A Partnership

Other (please specify): \_\_\_\_\_

If this company is *Incorporated*, do Canadian citizens own at least 75% of company shares?

Yes

No

If no, please indicate the details of the holdings of non-Canadian shareholders.

If this company is a *Partnership*, please list the names of all partners and indicate their citizenship and place of principal residence.

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**Contracts**

Are there any contracts, agreements, loans, or financial agreements between this company and non-Canadian companies or persons that have potential or actual effect of limiting the decision-making powers of its Canadian owners?

Yes

No

If yes, please provide details of where decision-making authority rests on questions including: acquisition of new titles, sale of firm or publishing assets, hiring of senior management, entry to international markets, etc.:

### **Industry Affiliations & Support**

Does your firm currently receive funding from any of the following agencies?

Canada Council for the Arts

Canadian Heritage (Canada Book Fund)

Provincial funding body (please specify): \_\_\_\_\_

Does your company currently belong to any other publishing associations (e.g., provincial/regional association, Literary Press Group, Association of Canadian University Presses, etc.)?

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### **Publishing Program**

Please provide your company's description and the mandate and/or editorial direction of your press:

Total number of original titles in print: \_\_\_\_\_

Number of original titles published: 2021 \_\_\_\_\_ 2020 \_\_\_\_\_ 2019 \_\_\_\_\_

What percentage of titles published by this company are authored by the principals, partners, directors or employees of the firm, if any?

- 0%
- 1-24%
- 25% or more

**Self-Publishing**

Does your business offer self-publishing services?

- Yes
- No

If so, please briefly describe the services you offer and indicate approximately how much of your company's revenue is derived from these services.

**Fee-for-Service Business**

Does your business offer fee-for-service publishing services?

- Yes
- No

If so, please briefly describe the services you offer and indicate approximately how much of your company's revenue is derived from these services.

**Underwritten Costs**

Have the costs of any of your company's titles been underwritten by either the author or the subject?

- Yes
- No

If yes, please list the most recent titles and the percentage of costs underwritten for each book.

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**Royalties**

Please demonstrate your firm’s payment of royalties to contributing creators by enclosing one of the following or comparable documentation:

- a letter from an accountant confirming regular payment of royalties,
- audited statements from your last fiscal year,
- a sample contract outlining your royalty payment schedule.

**Total Book Sales**

For the 12-month period ending in your previous financial year of \_\_\_\_\_ (please indicate month/year), what percentage of this company’s total book sales is Canadian books published by this firm.

- 0 - 24%
- 25 - 49%
- 50 - 74%
- 75 - 100%

**List of most recent publications:**

| Title | Author | Date published | Print run |
|-------|--------|----------------|-----------|
|       |        |                |           |
|       |        |                |           |
|       |        |                |           |
|       |        |                |           |

*Please note physical copies of books may be requested by ACP staff or board secretary for review.*

**Catalogues and review copies:**

Please attach your firm’s most recent catalogue to this application or provide a link to your online catalogue here: \_\_\_\_\_



## Agreement

I understand that the information provided above will be shared by ACP staff to the ACP Board of Directors for the sole purpose of determining eligibility of the company for membership in ACP. This information will be kept in strict confidence.

I understand that additional information may be requested of me in order to determine the eligibility of the company for ACP membership.

Name of Head of Firm or Authorized Signing Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Person to contact for follow-up questions: \_\_\_\_\_

Contact email for follow-up questions: \_\_\_\_\_

Please return a digital copy of the completed application form with accompanying documentation to [admin@canbook.org](mailto:admin@canbook.org). If ACP requests you send physical copies of your list for further review, please include a physical copy of your application and send to the following address:

Association of Canadian Publishers, 174 Spadina Avenue, Suite 306, Toronto, ON, M5T 2C2.

If you have any questions, please contact the ACP office by phone at 416-487-6116, ext 2310 or email at [admin@canbook.org](mailto:admin@canbook.org).