

I. ADMINISTRATION

ADMINISTRATION

TABLE OF CONTENTS

Policy and Procedures 1:1
Referendums and By-Law Amendments 1:1
Official Publication 1:1
Public Relations 1:1
    Information Booths 1:1
Associations and Memberships 1:2
    Foreign Kennel Clubs 1:2
Facility Use Policy (Head Office) 1:2
Archives and Reference Library 1:2
Office Services 1:3
    Supplies 1:3
    Printing 1:3
    Telephone Directory Listings 1:3
CKC Logo 1:3
Marketing of Canadian Kennel Club Products 1:4
    General Products 1:4
Marketing of Identification Products 1:4
    Tattoo Products 1:4
    Microchip Products/CANADACHIP National Pet Rescue Program 1:4
Disposal Policy 1:6
    Office of the Executive Director 1:6
    Accounting 1:6
    Membership Services 1:6
    Regulatory Division 1:7
    Shows and Trials 1:7
Personnel and Staffing 1:8
    Salaries, Benefits and Bonuses 1:8
    Employee Recognition 1:8
    Communications 1:8
Executive Director 1:8
    Selection and Appointment of Executive Director 1:8
    Executive Performance Objectives 1:9
    Executive Performance and Compensation Review Committee 1:10
Disclosure of Information 1:11
The Canadian Kennel Club Business Assessment Tool 1:11
The Canadian Kennel Club Crisis Communication Policy 1:11
APPENDIX 1 - Library & Archives Collection Management Policy 1:13

I. ADMINISTRATION

A. Policy and Procedures [Board Motion #143-09-11]

All proposals for changes in policy or procedures must have contained within them an implementation plan in order for the Board to assess the costs involved and the impact on existing operations.

B. Referendums and By-Law Amendments

Each referendum proposal shall begin with the wording of the proposed amendment, followed by an explanation.

C. Official Publication_[Board Motion #187-09-24]

(1) The Executive Director shall publish in the Official Publication and/or post electronically, a list of the names of all Committee and Council Chairs, Advisors and/or Representatives, rotating them so that each appears in the Official Publication and/or posted electronically throughout the year.

(2) The name, zone, and CKC email address of each member of the Board of Directors shall be published in each issue of the Official Publication and/or posted electronically. [Board Motion #29-03-25]

(3) The address and telephone number for the Head Office of The Canadian Kennel Club is to be published monthly in the Official Publication and/or posted electronically.

(4) Inaccurate journalism will be responded to by the Executive Director or his designate.

(5) The Chair*'s Column* shall be published in the editorial pages of the Official Publication and/or posted electronically.

(6) Letters of Comment

(a) Material published "for comment only" in the Official Publication and/or posted electronically, must be clearly indicated as such.

(b) The Board of Directors will only consider letters of comment from The Canadian Kennel Club members to proposed amendments published in the Official Publication and/or posted electronically.

(c) Items published for comment must be dealt with by the Board within eighteen (18) months of publishing and/or posting electronically.

(d) When the publish for comment results are required to be shared with a committee, the names of the individuals who commented will not be provided to committee members. [Board Motion #17-03-19]

D. Public Relations

(1) The Executive Director, or his designate(s), shall be the only member(s) of staff that will be allowed to be interviewed by or make statements to the media on behalf of the Club.

(2) All correspondence involving matters of national or international concern relating to the business and activities of The Canadian Kennel Club shall be directed through the Executive Director.

(3) Information Booths

(a) Use of The Canadian Kennel Club information booths within a jurisdiction shall be at the discretion of the Director of that jurisdiction.

(b) It is understood and agreed that when a club agrees to provide space for either the Zone Director's Information Booth or the Head Office Special Events Booth, such space shall be provided free of charge.

(c) The disposition of booth space at events held under the auspices of The Canadian Kennel Club is not within the jurisdiction of the Club.

E. Associations and Memberships

(1) Foreign Kennel Clubs

(a) A set of Breed Standards shall be presented to foreign clubs recognized by The Canadian Kennel Club when the opportunity is presented.

(b) The Executive Director shall inform all members of the Board of meetings with foreign kennel clubs for the purpose of providing input.

F. Facility Use Policy (Head Office)

(1) The Canadian Kennel Club offices shall be made available for use by and for the membership on an extracurricular basis.

(2) The first priority for use of the offices shall be for the carrying on of regular business of The Canadian Kennel Club. At no time should extracurricular use interfere with this primary purpose.

(3) At all times, the availability of the facility and supervisory staff shall be at the discretion of the Executive Director.

(4) First priority of use shall be given to meetings of the Board of Directors, followed by sub-committees of the Board and ad hoc committees or groups supervised by a member of the Board.

(5) Recognized clubs of The Canadian Kennel Club shall have access to the facility once every three (3) years.

(6) Other than meetings of the Board, notice of any proposed use of the facility shall be provided to the Executive Director for consideration at least thirty (30) days in advance of the intended use date.

(7) No meeting shall take place in the facility without the supervision of a member of the Club's staff, designated by the Executive Director.

(8) Other than for meetings of the Board of Directors and its Committees, The Canadian Kennel Club staff will not be responsible for the organization, set-up, administration, or clean-up of any activity related to the use of the facility for extracurricular purposes.

(9) No recording secretary will be provided for any meeting other than that of the Board of Directors.

(10) Any costs for damages or clean-up will be invoiced to the individual on record as having made arrangements to use the facility.

(11) Upon receiving approval from the Executive Director for the use of the facility, the individual will be provided with a copy of this stated policy.

G. Archives and Reference Library [Board Motion #35-12-23]

(1) All books, magazines, journals, periodicals, monograms, and other publications related to purebred dogs; objects d'art, paintings, lithographs, prints, etc., shall be managed by Head Office if owned by, or donated to The Canadian Kennel Club as set out in Appendix 1 of this Chapter. [Board Motion #22-09-13, #95-03-23]

(2) The above collection is to be housed in an area designated by the Board of Directors.

(3) All gifts received by the Club of artwork or archival material will be automatically thanked in the Official Publication and/or posted electronically.

H. Office Services

(1) Supplies

(a) Business cards shall be made available to all members of the Canadian Kennel Club Board of Directors.

(2) Printing [Board Motion #29-03-25]

(a) All forms and publications of The Canadian Kennel Club shall include the French translation "Club Canin Canadien".

(b) The historically embellished Canadian Kennel Club crest with the words "Founded in 1888", as well as the address and telephone number of the Club, shall be printed on all publications. [Board Motion #29-03-25]

(3) Telephone Directory Listings

(a) Telephone numbers of The Canadian Kennel Club head office shall be listed in the telephone directories of leading cities in Canada.

(b) Only the head office of the Club may have a telephone listing under "Canadian Kennel Club". All private listings of The Canadian Kennel Club Directors should read "Canadian Kennel Club Provincial Director" (or the French equivalent).

I. The Canadian Kennel Club Logo [Board Motion #18-09-15]

The Canadian Kennel Club is the owner of the CKC Logo which is a prohibited mark under the Canadian Trademarks Act and protected as CKC's original work under the Canadian Copyright Act. CKC does not authorize and otherwise prohibits the reproduction or use of the logo other than as provided for in this policy.

The following specified uses of The Canadian Kennel Club logo are permitted without any advance approval by The Canadian Kennel Club:

(1) Use by a member on a personal web site simply to indicate membership in The Canadian Kennel Club.

(2) Use by a licensed judge to indicate qualification as a Canadian Kennel Club judge.

(3) Use by any CKC approved event in association with premium lists, entry forms and judging schedules, etc.

Any other use of The Canadian Kennel Club logo is prohibited without the written consent of The Canadian Kennel Club, and unauthorized use of The Canadian Kennel Club logo is a disciplinary offence which may also result in legal sanctions.

Any use of The Canadian Kennel Club logo (including uses under 1, 2 and 3 above) can be prohibited by The Canadian Kennel Club upon giving written notice to the user.

J. Marketing of Canadian Kennel Club Products

(1) General Products

(a) Sales administration of these products shall be the responsibility of the Executive Director or his designate.

(b) The Canadian Kennel Club shall market a range of products to its members and the general public. Such products may include trinkets, published books, videos, dog paraphernalia, official rule books, policy manual, breed standards, etc.

(c) Official rule books, manuals, etc. shall bear the official Canadian Kennel Club corporate logo.

(d) Whenever it is deemed reasonable and possible, products should be made available to members at a preferred price.

K. Marketing of Identification Products

(1) Tattoo Products

(a) Sales administration of these products shall be the responsibility of the Executive Director or his designate.

(b) Tattoo letters, numbers, pliers, and associated equipment shall be made available to members and non-members alike.

(2) Microchip Products/CANADACHIP National Pet Rescue Program

(a) The Board endorses the principle and will seek appropriate By-law amendment to make microchip identification the mandatory and sole form of identification for the purpose of registration and recovery when more than 51% of the dogs CKC registers in a year have been identified by means of microchip.

(b) Sales administration of these products shall be the responsibility of the Executive Director or his designate.

(c) All microchip identification products and associated electronic scanner devices sold by The Canadian Kennel Club shall meet the approved Canadian standard.

(d) Each microchip transponder sold by The Canadian Kennel Club shall contain an alpha-numerical sequence which is completely unique.

(e) The Canadian Kennel Club shall sell microchip transponders to Canadian Kennel Club member breeders and veterinarians only.

(f) The Canadian Kennel Club shall market these products under its CANADACHIP National Pet Rescue Program, at a level of pricing which is deemed to be reasonable and cost-beneficial to its members.

(g) Each purchase of a microchip transponder and all CKC registered dogs with an approved microchip shall include lifetime lost-pet recovery service. In support of this service, the Canadian Kennel Club shall provide access to the Lost Dog Recovery Program on the CKC Website twenty-four (24) hours per day, seven (7) days per week. CKC also provides access to live agents Monday to Friday through its toll-free number or the website's Live Chat feature. [Board Motion #176-09-26]

(h) The Canadian Kennel Club shall maintain its own independent data base to record all CANADACHIP identified animals.

(a) In accordance with the requirements of the Canadian standard, The Canadian Kennel Club shall accept and record the data relating to all companion animals which have been identified by means of a CANADACHIP transponder.

(j) Non-member breeders and Canadian Kennel Club members who are not breeders or veterinarians, who may inquire about the purchase of microchip transponders, shall be referred to a Canadian Kennel Club member veterinarian in their area who uses CANADACHIP products. If no such Canadian Kennel Club member veterinarian is available in their area, it will be recommended that they seek out a veterinarian of their choice and ask for the CANADACHIP product, or, at the very least, they will be advised to gain assurance from the veterinarian that he or she is using a Canadian standard product.

(k) The Canadian Kennel Club confirms its By-law requirements that microchip identification used for the purpose of registering a purebred dog, must meet the Canadian standard requirements. Any Canadian standard microchip transponder, regardless of its brand or source of purchase, will therefore be acceptable for the purpose of registering a purebred dog, as long as the alpha-numeric sequence contained in the transponder does not conflict with any other transponder number which is recorded on the data base of The Canadian Kennel Club at the time the application for registration is received by The Canadian Kennel Club.

(l) All microchip transponders sold under the CANADACHIP program shall be recorded by The Canadian Kennel Club on a Buyer File and such records shall include the names of each buyer and the corresponding numbers of all transponders sold to the respective buyers.

(m) Under no circumstances may any purchaser re-sell CANADACHIP products to any other party at a price which is less than or in excess of the price which the original buyer paid for such products.

(n) Any member violating any of the above requirements, may be denied any future purchases of microchip identification products from The Canadian Kennel Club and further, they may be subject to disciplinary action.

L. Disposal Policy

(1) Guidelines -- This policy outlines which materials are to be retained for a specified period of time, after which they may be discarded.

(2) Office of the Executive Director

(a) Proposed By-Law Amendments

(1) Used referendum ballots, other than those retained by the Executive Director for reference, may be discarded after April 1 in the year following the conducting of the ballot.

(2) The following shall be retained for seven (7) years:

(a) Original “Notice of Proposed Amendment” forms;
(b) Sample of referendum ballot;
(c) Report of balloting.

(3) The balance of the file shall be retained for two (2) years, after which time all material may be discarded.

(4) Ministerial approval of amendments to The By-Laws shall be permanently retained.

(b) Correspondence

(1) Routine correspondence with members of the Board of Directors shall be retained for one (1) year.

(2) Routine correspondence shall be retained for three (3) years.

(3) The Executive Director is authorized to dispose of all correspondence and files over five (5) years of age except anything that may have an historical or reference value.

(4) Change of Address Notification -- Letters, etc., received regarding changes of address shall be retained for three (3) months.

(5) Requests Accompanied by Funds -- All requests for forms, rule books, etc., accompanied by funds shall be retained for three (3) months.

(c) Election of Officers

(1) All material concerning the election of Officers and Directors shall be retained for one (1) year, with the exception of the Report of the Election Commission, which shall be retained for seven (7) years. Ballots shall be retained as per The By-laws, Section 12.18.

(d) All taped material and associated notebooks and/or notes shall be properly identified with the date and type of meeting and kept for a period of seven (7) years in locked storage.

(3) Accounting Division

(a) Accounting records shall be retained for seven (7) years.

(4) Membership Services

(a) Registration Committee files shall be retained for five (5) years.

(b) Check sheets and correspondence regarding applications for registration of kennel names shall be retained for three (3) years.

(c) Membership applications shall be retained for three (3) years, except those referred to the Board of Directors.

(5) Regulatory Division

(a) All material concerning complaints, charges and protests shall be retained for five (5) years from the time the file is closed.

(b) A permanent record card shall be kept showing the names of the complainant and the defendant; the nature of the complaint, charge or protest; and the final disposition of the file.

(6) Shows and Trials Division [Board Motion #26-12-16, #19-09-22]

(a) Applications to establish eligibility to judge Obedience

(1) The Judges Book used by apprentices shall be retained for one (1) year.

(2) Original applications and notification of final decision to the applicant shall be permanently retained.

(3) The remainder of the file shall be retained for two (2) years.

(b) Applications to establish eligibility to judge Shows

(1) Files shall be retained for two (2) years.

(2) Original applications, reports of examining committees, and notifications to applicants of final decisions shall be permanently retained.

(c) Applications and correspondence with regard to applications for approval of a date, judge and/or premium list shall be retained for one (1) year in addition to the current year.

(d) Returns and Cancellation Notices -- All returns other than marked catalogues and entry forms shall be retained for one (1) year in addition to the current year.

(e) Marked Show Catalogues and Judge's books with marked results, Placement reports and Score Sheets shall be retained for one (1) years in addition to the current year. Statement of Event Fees Forms shall be retained for seven (7) years.

(f) Entry forms for events shall be retained for current year.

(g) Canine Good Neighbour Evaluation Forms shall be retained for seven (7) full years from the date of the event.

(h) Title confirmation records and lists of titles granted shall be retained only until published in the Official Publication of the Club and/or posted electronically.

(i) Event Registration Number Applications and Canine Campanion Applications and Performance Event Number Applications shall be retained for seven (7) years.

(j) Non-CKC Club Applications to hold the Canine Good Neighbour Test shall be retained for seven (7) years.

(k) Non-Member Participation Fee Requests shall be retained for seven (7) years.

(7) Registration Division [Board Motion #21-06-22]

(a) Registration records pertaining to dogs shall be retained for ten (10) years.

M. Personnel and Staffing

(1) Salaries, Benefits and Bonuses

(a) The matter of Christmas bonuses and Christmas gifts is within the discretion of the Executive Director, such financial allocation to be included in the budget or approved by the Board.

(b) For employees taking job-related courses, tuition will be paid for by The Canadian Kennel Club upon completion of the course, and/or paid as per a sliding scale, in consideration of the tuition fee, providing that a mark of at least ten percent (10%) above passing grade has been attained and the employee remains with the Club for a minimum of twelve (12) months.

(c) The Executive Director shall be the highest paid employee of The Canadian Kennel Club.

(2) Employee Recognition

(a) The Board approves the implementation of a long-term employment recognition program for staff after five (5), ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), forty (40), and forty-five (45) years' service. [Board Motion #07-03-13]

(b) The names of employees who have achieved long term service will be officially announced to the Board at a Board meeting.

(3) Communications

(a) The Executive Director shall initiate not less than one (1) meeting per month of senior supervisory staff.

(b) A quarterly progress report shall be sent to each Director via separate first-class mail in order that Directors may be kept up to date on developments within the Club. Input for this report may be provided by division managers.

N. Executive Director

(1) Selection and Appointment of the Executive Director

(a) The Executive Director of The Canadian Kennel Club, hereinafter referred to in this section as the "Executive", shall be selected and appointed in the manner prescribed below:

(1) Executive Selection Committee

(i) The Chair shall appoint an ad hoc committee, which shall be named the Executive Selection Committee.

(ii) This Committee shall be comprised of a minimum of five (5) members; the Chair of the Board, two (2) Directors from the Board (appointed by the Board); the Chair of the Audit Committee and the Director of People and Culture acting as Staff Liaison. [Board Motion #57-03-11, #21-05&06-25]

(2) Selection and Appointment

(i) With input from, and the final approval by the Board, the Committee shall review and confirm the job specifications for the position. The job specifications shall be within the general specifications as set out in The By-laws.

(ii) The Committee shall be responsible for seeking out qualified candidates for the position of Executive Director, interviewing the candidates and subsequently recommending the successful candidate to the Board for its consideration and approval. (A professional executive search agency, acting under the direction of the Committee, may be employed for this purpose.) Upon completion of the process, the Committee and the agency representative, if employed, shall provide the Board with a full report, outlining the search and interview process and the Committee's reasons for recommending a specific candidate to the Board.

(iii) The Board, meeting in camera with the Committee, shall consider the report and upon being satisfied that the appropriate candidate has been found, the Board shall approve the appointment of the candidate and shall direct the Committee to negotiate an acceptable employment agreement with the candidate, within the parameters set by the Board and consistent with The By-laws and policies of The Canadian Kennel Club.

(iv) The Committee shall meet with the candidate and negotiate an acceptable agreement. Such agreement shall be in writing and signed by the Chair of the Board and the candidate with both signatures being witnessed accordingly.

(v) The terms of the employment agreement shall remain in confidence between the Executive and the members of the Committee, the Board and their respective successors, during and following their tenure in these positions.

(2) Executive Performance Objectives

(a) A set of Executive performance objectives shall be developed and mutually agreed upon by the Chair of the Board, the Chair of the Audit Committee and the Executive. These performance objectives shall then be presented to the Board for its consideration and approval.

(b) The performance objectives shall be attached to and form part of the Executive's employment agreement as an appendix. These objectives may be reviewed and subsequently amended by mutual agreement of all parties at the time the employment agreement is being renegotiated.

(c) The Executive, to the best of his ability, and with the full support of the Board, shall commit himself to meeting the general parameters of the performance objectives throughout his tenure of employment with the Club.

(d) It shall be deemed that the Executive is meeting his obligations with respect to the stated performance objectives, unless he is advised to the contrary by formal communication from the Executive Compensation and Review Committee in accordance with the terms of the Executive's employment agreement.

(e) The performance of the Executive shall be formally discussed with the Executive in the final year of the employment agreement and in conjunction with the negotiations for renewal of the agreement.

(3) Executive Performance and Compensation Review Committee [Board Motion #10-01-24]

(a) The Committee shall consist of the Chair of the Board, two Board Members who will be elected by the Board, the Chair of the Audit Committee, and the Director of People and Culture as staff liaison. [Board Motion #43-12-25]

(b) The Committee shall meet formally with the Executive at least once a year and at such additional times as deemed is necessary by the Committee or as is requested by the Board.

(c) The Committee shall call at least one month before each meeting for input from each Board member for matters for discussion, when the Committee meets with the Executive.

(d) The Committee shall discuss with the Executive the executive's performance and the performance of the Club as it reflects the Executive's performance and shall prepare a report of the discussions and any conclusions for the Board.

(e) The Committee shall arrange to meet in a timely manner, when a deadline such as a contract renewal or notice date approaches so that the Committee's report will be presented in time for the Board to take action before that deadline.

(f) After meeting with the Executive, the Committee shall report in camera to the Board.

(g) Where the Executive is without an employment contract or preceding the termination of an existing employment contract and where either the Board or the Executive desire to make a contract the Committee, on behalf of the Board and subject to any instructions issued by the Board, shall negotiate with the Executive to seek agreement. If an agreement is reached and the terms of such agreement are approved by the Board, the Chair of the Board shall sign the agreement on behalf of the Board. Both the Chair and the Executive's signatures shall be duly witnessed.

(h) Subject to The By-laws, the terms of the contract shall be a confidence between the Executive and the Board."

O. Disclosure of Information

(1) Upon request from a member of the public, The Canadian Kennel Club may disclose any information in its possession relating to the registration of litters and dogs, including particulars of the owner at birth and the transferee(s) of any dog, unless the Club believes that the disclosure of such information would be contrary to the purposes of the Animal Pedigree Act or of the Club.

(2) Upon request from a member of the public, The Canadian Kennel Club may disclose any information in its possession relating to the disposition of any disciplinary proceedings by the Discipline Committee or the Appeal Committee, unless the Club believes that the disclosure of such information would be contrary to the purposes of the Animal Pedigree Act or of the Club.

(3) The Canadian Kennel Club shall not disclose any information in its possession relating to any member or other individual, other than the information referred to in paragraphs 1 and 2 above, unless the Club believes that the disclosure of such information would be in accordance with and would advance the purposes of the Animal Pedigree Act or of the Club. In any case in which it is proposed to disclose such information, the Club shall first give two (2) days' notice to the person who is the subject of the information requested that a request for information has been made, and that the Club proposes to disclose such information.

P. The Canadian Kennel Club Business Assessment Tool [Board Motion #03-09-16]

(1) *The Canadian Kennel Club Business Assessment Tool*, along with *The Canadian Kennel Club Business Assessment Score Tool* are forms made available by the Club to improve the facilitation of new business opportunities.

(2) Users include Head Office staff, Board members, members of committees or councils, members, external organizations or individuals.

(3) By completing these forms users are providing an analysis of the business opportunity including information as to whether the opportunity is aligned to our core business, risk assessment, cost and benefits, and compliance related issues have been identified.

(4) Once completed users shall forward these forms to the *Reviewer* and then to the *Sponsor* who are identified on the forms.

(5) If the response is favourable the proposal may be referred to the Board of Directors as support to a formal motion for approval.

Q. The Canadian Kennel Club Crisis Communication Policy [Board Motion #45-06-20]

(1) The CKC's Executive Director (ED) is the crisis communication lead. The ED is responsible for determining whether an emerging situation represents a crisis for the purpose of this plan.

(2) Following the assessment of an emerging situation, the ED, or ED Designate initiates the crisis communications process.

(3) For the purpose of this plan, the Crisis Communication Team is comprised of the CKC Executive Director, the Chair of the CKC Board, the Manager of Marketing and Communications, the chair of the Communications Committee and the Director in the Zone in which the crisis originated. Other key individuals may be added to this team on a case-by-case basis when expert personnel and/or other staff members may be required to provide insight and expertise into the process.

(4) Upon becoming aware of the emergence of an issue or situation that could result in a crisis, CKC staff, the Board of Directors, as well as individual members, should inform the ED immediately to begin an assessment process.

(5) The Executive Director is the chief spokesperson for the CKC in the event of a crisis. A secondary spokesperson may be named as required (i.e., to provide insight and expertise into areas beyond the scope of the Crisis Communications Team).

(6) In the event of a crisis, only the chief spokesperson and secondary spokesperson are authorized to release information to outside groups including the media, government, members, and the public on behalf of the organization.

APPENDIX 1 - Library & Archives Collection Management Policy [Board Motion #95-03-23]

I. INTRODUCTION

The mission of the Canadian Kennel Club Library & Archives is to preserve and maintain materials that are relevant to the history of purebred dogs in Canada. Through print and electronic resources, art, artifacts, awards and trophies, and collection management, the CKC Library endeavors to highlight Canadian Breeds and the history of CKC, preserve knowledge relevant to the history of breeds, breeding, showing, and trialing purebred dogs in Canada, and foster engagement, connection, and community – within our CKC communities and the public.

The purpose of the Collection Management Policy is to provide a planning document to organize and guide the acquisition of new library & archive materials, provide access to print and electronic resources, and manage the maintenance, preservation, and disposal of materials. It will be reviewed and revised periodically, as needed.

Canadian Kennel Club members and staff serve as the library's primary user group. Members of the public and other Kennel Clubs may request access to the materials on occasion, and these requests, when reasonable, should be facilitated by staff through guided access/information sharing – including scanning of materials, video conferencing, booking in-person room access, etc. – when time/resources allow.

II. FUNDING CONSIDERATIONS

CKC's Library & Archives are supported through funding requests submitted to the CKC Board of Directors on an as needed basis. While there is currently no operational budget associated to CKC's Library & Archives, funding requests to support needs as they arise, i.e., repair and preservation related expenses or accessibility projects like digitization and lending opportunities, can be submitted to the Board as part of the yearly CKC-wide budget process.

III. COLLECTING PRINCIPLES & GUIDELINES

(a) Coverage

CKC's Library & Archives should be developed and maintained in accordance with its mission and vision: to preserve and maintain materials that are relevant to the history of purebred dogs in Canada; and to highlight Canadian Breeds and the history of CKC, preserve knowledge relevant to the history of breeds, breeding, showing, and trialing purebred dogs in Canada, and foster engagement, connection, and community – within our CKC communities and the public. Items of significant value (monetary or historical) and rare collectors' items will also be considered.

CKC's Library acquires, houses and/or provides access to a wide variety of resources in various formats, supporting inquiry by members and public in line with this mission. Potential new materials should be accessed based on their relevance to this mission, the primary user group, and the size of the potential audience for the material. I.e., *Would our primary user group expect to find this item in our library? Would our primary user group use this item in our library? What type of audience would find this item useful – a very specific/small audience or a wide range/large audience? Could you find this item in a different easy to access location – i.e., municipal public library, free online resources, other Kennel Club's online resources?*

(b) Duplicates

Duplicate copies should only be acquired/accepted/housed in cases where it is justified, such as materials where both copies are in such poor condition that they cannot be restored and together they provide a more complete understanding of the material, newer versions of a text have been released and the older version holds historic value, user needs require multiple copies, etc.

(c) Gifts-In-Kind

Gifts or donations provide the opportunity to obtain materials at no-cost to the CKC Library & Archives, preserve materials of historical significance that might otherwise be disposed of, and honor members that have contributed significantly to the Canadian purebred dog community. Considering space constraints and CKC's large membership base, acceptance of physical gifts-in-kind/donations is limited.

Gifts/donations are accepted only if they are offered without conditions regarding their retention or organization within the library. Materials selected for inclusion into CKC's Library and Archives are integrated into the collection at large. Gift/donation material that are not selected may be disposed of at the library's discretion or returned to the gift giver/donor (preferred).

Potential large gift/donation collections must be accessed by CKC staff before the decision is made to accept them.

Selection of gift/donation materials follows the same standards and criteria used for new materials (*as described above in Section a. Coverage*). The condition of the items may also be taken into consideration with gift/donation materials.

IV. COLLECTION MAINTENANCE

(a) Replacement/Preservation of Materials

Damaged materials are reviewed for replacement or repair as needed. The decision to replace, repair, re- bind, or discard an item is based on its condition, availability, and utility.

(b) De-selection of Materials

The de-selection of materials is necessary in order to maintain a viable collection which reflects the needs of our user group, the mission and vision of CKC's Library & Archives, considers space utilization, and focuses on current information.

Materials (including digital and physical resources) housed within CKC's Library & Archives are subject to periodic review according to their usefulness to our user group, in accordance with the standards and criteria used for acquisition of new materials. Materials no longer considered useful will be removed from the Library & Archives and either made available for purchase or gift to members, or disposed of (based on condition, availability, and utility).

V. INFORMATION RESOURCE PROFILES

(a) Reference Collection

The majority of CKC's Library & Archives consist of general reference books & novels. Topics range from breed specific reference books, general canine-related knowledge encyclopedias, training reference books, event specific books (i.e., trialing, agility, conformation, etc.), personal/club publications (training, breed/breeding records, etc.)

(b) Publication Collection

Kennel and Bench (initially titled *Canadian Kennel Gazette*) and *Dogs In Canada*; nine decades (1891-1979) of monthly magazines captured and restored through a high-resolution digital photographic process. This collection is housed online and can be accessed through CKC's online Portal.

(c) CKC Studbook Collection

Arguably the most important resource and archival information housed with the CKC Library & Archives are copies of CKC's Studbooks. These Studbooks are leather bound tomes that date from 1892 (Volume 1) to 1968 (Volume 72)*.

**Note: Many of the Studbooks' bindings are in very poor shape. It is recommended that ALL volumes of CKC Studbooks be rebound in archival/library collection quality binding, for consistency of look and preservation.*

(d) Microfilm & Microfiche Collection

Prior to the implementation of CKC's first computer-based record keeping system in the 1980s, all operational records/data, including registrations, event records, finances, etc., were stored using microfilm and microfiche. Access to these records requires assistance from a staff member trained on the Microfiche reader and is subject to resource availability.

(e) Organizational Records

CKC's Library & Archives space houses a variety of resources related to the organizational history of CKC. This includes, but is not limited to, Official Selection Records, Event Results Records (2004-2011), Dogs in Canada Records and Dogs In Canada Magazines (compiled into large volumes).

(f) Art & Photography Collection

Displayed within the Library and throughout CKC's office spaces, CKC's Library & Archives include a collection of various art prints and photography. These works feature purebred dogs, prominent CKC members/individuals who contributed significantly to purebred dogs in Canada, or moment's in CKC's history, past Board executives, and more.

Note: reframing of art pieces using UV protection glass is recommended for several existing, key pieces, and all pieces acquired in the future.

Acquisition of most artwork is through gifts-in-kind and all acquisitions should follow the same standards and criteria used for new materials (*as described above in Section a. Coverage*). All artworks should not only be of good quality but be of dogs that are excellent examples of their breeds.

(g) Awards & Trophies Collection

Displayed within the Library and throughout CKC's office spaces, CKC's Library & Archives include a collection of various awards & trophies. Most are archival in nature and are not in current use by National Breed Clubs, but some are stored at CKC and are still awarded on an annual basis.

As with the Art & Photography, all acquisitions of "new" awards & trophies should follow the same standards and criteria used for new materials (*as described above in Section a. Coverage*). Awards & trophies should be meaningful to the CKC membership and organization, not to only a few select individuals.