

### **Purpose**

OCUL-IR advances OCUL's strategic plan by acting as a catalyst for information resources initiatives which generate ideas and implement both one-time projects and ongoing strategies.

1. Support the development and management of information resources at the consortia and local institutional level. Activities include the following:
  - a. Initiate, assess and select online information resources, which provide excellent financial value for members.
  - b. Collaborate to share staff expertise and leverage collective resources in negotiating and licensing electronic resources.
  - c. Analyze the impact and value of IR collections on faculty and students' teaching and research.
  - d. Collaborate with Scholars Portal staff to establish tools, best practices and policies to support the licensing, local loading, and use of electronic resources.
  - e. Serve as an information forum to share, promote and act on:
    - issues in digital publishing
    - best practices for licensing electronic resources
    - managing print and electronic collections at both the consortium and institutional levels
    - incorporating electronic resources into an integrated virtual research environment
2. Engage colleagues within OCUL, and with external partners and vendors, on issues relating to academic collections and scholarly communication.
3. Provide a forum for discussion on broad collection-related issues in academic and scholarly publishing.
4. Generate ideas for new initiatives for the consideration of the OCUL Planning and Assessment Committee.

### **Membership and Term**

One official member from each OCUL member institution, with no fixed term. One of the members is appointed OCUL-IR Chair for a term of two years.

Ex officio members: OCUL Chair, OCUL Treasurer, OCUL Projects Officer and OCUL Executive Director.

Scholars Portal staff attend OCUL-IR Committee meetings at the invitation of the OCUL-IR Chair.

### **Appointment Process**

Each institution determines its member, generally a person holding a senior position with responsibility for information resources. The OCUL-IR Chair is a member of the OCUL-IR Committee, appointed by the Executive Committee in consultation with the OCUL-IR Committee members.

### **Reporting/Decision-making**

In general, the OCUL-IR Committee works by consensus with votes only undertaken in rare and exceptional circumstances. OCUL-IR makes decisions according to its terms of reference and reports to

the Executive Committee regularly The Chair of OCUL-IR is a member of the OCUL Planning and Assessment Committee.

### **Communication**

The OCUL-IR Chair prepares a semi-annual report on OCUL-IR activities for the Directors. The OCUL Projects Officer presents the report to the Directors semi-annually. The confidential minutes and documents of OCUL-IR are managed by the Projects Officer and made available to members of the OCUL-IR Committee. When appropriate, discussion and decisions are communicated more widely within OCUL.

### **Subcommittees and Task Groups**

The OCUL-IR Committee consults with the Executive Committee when it wishes to form subcommittees to address ongoing matters as appropriate, and task groups to address short-term matters as appropriate. With OCUL Executive Committee oversight, the OCUL-IR Chair requests nominations by OCUL Directors to form the membership of subcommittees and task groups. Reports from subcommittees and task groups are provided to the OCUL-IR Committee for comment.

### **Work Plan**

The OCUL-IR Committee produces an annual work plan organized according to OCUL's strategic plan. At a minimum, the work plan lists proposed projects, including the project leads, time frame and estimated costs if any. The work plans of subcommittees and task groups are included in the OCUL-IR Committee work plan.

### **Administrative and Financial Support**

The administrative work of the OCUL-IR Committee is supported by the Projects Officer or designate. In general, the OCUL-IR Committee works via email, telephone or other distance means. In-person meetings are held in facilities provided by a member library at no cost. Travel and other meeting expenses are the responsibility of the OCUL-IR Committee members' institutions. OCUL has a small budget for events planned by committees or their subcommittees; requests for such funding are made to the Executive Director as part of the OCUL-IR Committee's annual work plan.