

# OCUL Information Resources Committee (OCUL-IR) – Terms of Reference

## Purpose

Established in 1999, OCUL-IR advances OCUL's strategic plan by acting as a catalyst for information resources (IR) initiatives which generate ideas and implement both one-time projects and ongoing strategies.

## Responsibilities

OCUL-IR:

- Supports the development and management of information resources at the consortia and local institutional level. Activities include the following:
  - Initiate, assess and select online information resources, which provide excellent financial value for members.
  - Collaborate to share staff expertise and leverage collective resources in negotiating and licensing electronic resources.
  - Analyze the impact and value of IR collections on faculty and students' teaching and research.
  - Collaborate with Scholars Portal staff to establish tools, best practices, and policies to support the licensing, local loading, and use of electronic resources.
  - 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

- Engages colleagues within OCUL, and with external partners and vendors, on issues relating to academic collections and scholarly communication.
- Provides a forum for discussion on broad collection-related issues in academic and scholarly publishing.

## Authority

In general, OCUL-IR 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 OCUL Executive Committee.

## Subcommittees and Working Groups

OCUL-IR consults with the Executive Committee when it wishes to form subcommittees to address ongoing matters and working 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 working groups. Reports from subcommittees and working groups are provided to OCUL-IR for comment.

## Membership

- One representative from each OCUL member institution
- OCUL Executive Director (ex officio)
- OCUL Assistant Director, Information Resources and Collections (ex officio)
- Scholars Portal Associate Director or designate

## Guests

Guests may be invited to meetings.

## Appointment Process

Each member institution determines its OCUL-IR representative, generally a person holding a senior position with responsibility for information resources.

## Term

There is no fixed term or renewals for general member roles. Only the OCUL-IR Chair role is a fixed term of two years.

## Chair

The chair/co-chair(s) will be for a term of two years, appointed by the OCUL Executive Committee in consultation with the committee members. Typically, chairs are an AUL with collections responsibilities (portfolio) or other collections staff at a member library.

## Meetings

Meetings are held monthly with OCUL-IR representatives and proxies invited. Monthly meetings are virtual and are 1 hour in duration but this may be revised if needed. In addition, two longer meetings are held each year, one virtual meeting in the fall and one in person meeting in the spring. In person spring meetings are typically held in Toronto.

## Reporting

The OCUL-IR Chair prepares a semi-annual report on OCUL-IR activities for the OCUL Directors, for the spring and fall Directors Meetings. Updates will be sent to the Executive in between Directors meetings, if there is any news or notable items to report.

Meeting minutes are posted to SpotDocs for OCUL-IR members.

When appropriate, discussion and decisions are communicated more widely within OCUL.

## Resources and Budget

The administrative work of the Committee is supported by the OCUL Assistant Director, Information Resources and Collections or designate. In general, OCUL-IR works via email and videoconferencing. 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' home institutions. Requests for funding for the meeting can be made to OCUL.

## **Deliverables**

Planned work of OCUL-IR should align with OCUL's strategic plan and will be provided in the spring and/or fall annual reports for the Directors.

## **Terms of Reference Review**

The Committee will review these terms of reference at least every three (3) years. The OCUL Executive Committee approve proposed revisions.

**Approved by:** OCUL Executive Committee

**Approved on:** V02 – April 9, 2024; V01 – July 18, 2013