

# OCUL Collaborative Futures Metadata Management and Standards Subcommittee – Terms of Reference

## Background

OCUL has undertaken the development of a shared vision of the future of library management systems in Ontario's academic libraries - a vision that articulates new possibilities and builds on a decades-long history of collaboration and cooperation. This vision involves radical collaboration to help OCUL libraries face the challenges of today: the transformation of scholarly communication and higher education, rapid developments in information technology, and declining or limited resources.

The Metadata Management and Standards Subcommittee is established by the OCUL Collaborative Futures Steering Committee (OCUL CFSC) as a Subcommittee pursuant to section 5.3 of the Memorandum of Understanding (MOU) February 5, 2019.

## Purpose

- The Metadata Management and Standards Subcommittee creates policies and procedures concerning all metadata related to resource management, especially in the shared Network Zone, for all participating members to follow, and works closely with the Standing Committees, Expert Advisory Network (EAN) and relevant OCUL communities.

## Responsibilities

- Represent, to the best of their abilities, the views and interests of the OCUL libraries.
- Work with the OCUL CFSC to establish milestones, specific tasks, and projects.
- Support the Subcommittee Chair to report on project progress and successes and highlight any developing barriers or project problems.

- Represent their group on teleconferences, webinars or in-person meetings.
- Work with the Communications Subcommittee to provide information for reports, and communications as required.
- Prepare reports and other documents.
- Help to disseminate knowledge about the Subcommittee's work.

## Authority

In general, CFMMS works by consensus with votes only undertaken in rare and exceptional circumstances. Items from the OCUL Collaborative Futures team, Collaborative Futures committees, working groups and OCUL member libraries are brought to CFMMS for discussion and recommendation.

CFMMS develops policy and best practice in consultation with the Omni member libraries and in accordance with OCUL's strategic plan and the Collaborative Futures Priority Collaboration Outcomes.

The CFMMS Chair brings discussions, recommendations, policies and procedures to the OCUL CFSC for approval, and will share information (such as best practices) as appropriate, on an ongoing basis.

## Membership

- Chair of the Subcommittee, or Co-Chair.
- Four to seven (librarians and staff) from OCUL libraries who will have a broad range of expertise drawn from a broad range of OCUL libraries.
- OCUL Assistant Director, Collaborative Initiatives (or designate) in ex-officio capacity. Ex-officio OCUL staff members are non-voting.

## Appointment Process

- Standing subcommittee membership shall be determined by OCUL CFSC.
- Each standing subcommittee will be composed of members with a broad range of expertise drawn from a broad range of participating libraries.

- Individual members are selected for their expertise in addressing the intention of the subcommittee, taking into consideration broad institutional representation and providing equal opportunities for subcommittee participation.
- Participation on standing subcommittees is open to individuals from any participating library (librarians and staff) but standing subcommittees will not include a representative from each participating library.
- Nominations for participants are solicited from OCUL member libraries in February/March, in advance of terms beginning in June according to the established process. OCUL CFSC approves the subcommittee membership.

## **Term**

- Membership will be for a two-year period with opportunity for renewal.
- Staggered approach for recruiting new members to provide the Subcommittee with continuity of expertise.

## **Chair**

- A chair or co-chairs shall be appointed from the Subcommittee members at the discretion of the standing subcommittee and with the agreement of the OCUL CFSC.
- A representative, normally the chair, will be a member of OCUL CFSC and attend meetings as required.

## **Meetings**

- Meetings at least monthly or more frequently as needed.
- Each meeting will be approximately one to two hours.
- Meetings will take place via video or teleconference.
- Between meetings, the Subcommittee members will undertake specific work tasks related to the terms.
- The Subcommittee members will consult between meetings, by telephone or email.

## Reporting

The group will provide:

- Regular updates to the OCUL CFSC on CFMMS activities.
- Documentation to the OCUL Directors for their regular meetings, as requested.
- Ensure accurate and consistent meeting information and documents of the Subcommittee on the OCUL Wiki (SPOTdocs).

## Resources and Budget

- Service on the subcommittee is non-remunerative.
- Travel and meeting expenses for subcommittee members are reimbursed according to the Travel and Expense policies of their home institution.
- The Subcommittee will have a dedicated wiki presence on SPOTdocs and will have access to the OCUL Zoom account for meeting and webinar purposes in support of its work.

## Policies

- Members of the Subcommittee will comply with Director approved governance and appropriate home institution and OCUL organizational policies.

## Terms of Reference Review

The Subcommittee Terms of Reference will be regularly reviewed in coordination with the OCUL CFSC at least every 3 years.

Approved by: V02 – CFSC ;V01 – OCUL CF Board of Directors

Approved on: V02 – May 8, 2024; V01 – 2019