

OCUL Collaborative Futures Shared Resources 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 decade's 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 Collaborative Futures Shared Resources Subcommittee (CFSR) 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 Subcommittee creates policies, procedures, and best practices related to the management, acquisition, licensing, fulfillment, and sharing of resources, involving or within the shared Library Services Platform (LSP), for all participating members to follow. This work will be completed in keeping with the Priority Collaboration Outcomes.
- The Subcommittee advises and recommends configuration updates for the Network Zone and member Institution Zones that reflect approved policies and ensures the overall health and function of the system.
- The Subcommittee works closely with the Collaborative Future standing subcommittees, Expert Advisory Network (EAN) and relevant OCUL committees and communities.

Responsibilities

Members will:

- Represent, to the best of their abilities, the views and interests of the OCUL libraries.
- Work with the OCUL CFSC to establish milestones and specific tasks according to its terms. Support the Subcommittee Chair(s) to report on tasks and objectives and highlight any developing barriers or challenges.
- 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 Collaborative Futures.

Authority

In general, CFSR 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 CFSR for discussion and recommendation.

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

Membership

- Chair or co-chair of the Subcommittee (1-2).
- Four to eight (librarians and staff) from OCUL libraries who will have a broad range of expertise relevant to the sub-committee purpose.

- There will be (1) OCUL *ex officio* member on the Subcommittee, either the OCUL Assistant Director, Collaborative Initiatives or designate. *Ex officio* members are non-voting.
- OCUL and Scholars Portal staff also act as non-voting resources as needed.

Appointment Process

- Standing subcommittee membership shall be determined by the Steering Committee.
- 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. Subcommittee membership is confirmed by OCUL CFSC.

Term

- Membership will be for the period of two years with the opportunity for renewal.
- This will provide the Subcommittee with continuity of expertise, using a staggered approach for recruiting new members after the initial two-year period.

Chair

- A chair/co-chairs for each Standing Subcommittee shall be appointed from among the members of the Subcommittee at the discretion of the subcommittee, with the agreement of 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 virtually.
- Between meetings, the Subcommittee members will undertake specific work tasks related to the terms.
- The Subcommittee members will consult between meetings as required.

Reporting

The group will:

- Provide regular updates to OCUL CFSC.
- Provide documentation to the OCUL Directors for their regular meetings, as requested.
- Ensure accurate and consistent meeting information and documents of the Subcommittee are available on the OCUL wiki.

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 organizational policies.

Terms of Reference Review

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

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

Approved on: V02 – June 12, 2024; V01 – November 27, 2019