

OCUL-IR Collections Subcommittee – Terms of Reference

Purpose

Established in 2016, the purpose of the OCUL-IR Collections Subcommittee is to provide direction and feedback to the OCUL staff on various operational level processes in the e-resources lifecycle. This may include providing feedback on new offers or negotiation strategies, invoicing and payment processes, or assistance with various communications to members or vendors. This Subcommittee was previously the Collections Subcommittee, E-Books Subcommittee, and E-Resources Payment Processes Subcommittee.

Responsibilities

The Subcommittee:

- Provides operational assistance, as requested by the OCUL licensing staff, in vetting and evaluating vendor product proposals and options, including providing direction in obtaining clarifications or improvements to offers.
- Reviews and updates the vendor renewal letter as needed.
- Reviews and provides feedback on the annual deposit letter and budget documents sent to members.
- Shares information regarding acquisitions budgets and practices at member institutions that may impact strategic priorities for OCUL e-resources licensing.
- Creates vendor communication position statements on broad collections issues (e.g. budgets, exchange rate, the Big Deal) that are used to articulate key principles to vendors as part of the negotiation process. This work complements the work of Licensing and Local Load Subcommittee, which will create position statements specific to licensing and rights issues.
- Consults with outside expertise as needed.

Authority

Makes decisions related to collections operations and reports to OCUL-IR.

Membership

- 4-6 members from OCUL member institutions with experience in licensing and management of e-resources financial processes
- OCUL Assistant Director, Information Resources and Collections
- OCUL Executive Director (ex officio)
- OCUL Business Officer (ex officio)

Appointment Process

Calls for members will be shared by email to the OCUL-IR listserv and nominations/appointments approved by the member's direct supervisor or Director.

Term

Terms are staggered with one- and two-year appointments to ensure continuity.

Subcommittee membership terms commence in June and conclude in May, to align with the OCUL governance cycle.

Chair

The OCUL Assistant Director, Information Resources and Collections is the chair of the OCUL-IR Collections Subcommittee.

The chair will prepare reports and updates to OCUL-IR as needed, and creates meeting agendas, schedules meetings, adds meeting notes and agendas to SPOTDocs, and maintains SPOTDocs content for subcommittee space.

Meetings

This Subcommittee meets monthly, or as needed, online by videoconference.

Reporting

Provides monthly updates to OCUL-IR and provides reports for fall and spring OCUL-IR meetings.

Resources and Budget

The administrative work of the Subcommittee is supported by the OCUL Assistant Director, Information Resources and Collections or designate. In general, the Subcommittee works via email and videoconferencing. Any meeting expenses are the responsibility of the Subcommittee members' home institutions.

Deliverables

Reviews offers as needed to go to OCUL-IR, and any of the key responsibilities as noted above.

Policies

Can suggest policies to be reviewed by OCUL-IR as needed.

Terms of Reference Review

The Subcommittee will review these terms of reference at least every three (3) years. OCUL-IR must approve proposed revisions.

Approved by: OCUL-IR

Approved on: January 2024