

# OCUL-IR Licensing and Local Load Subcommittee (L3S) – Terms of Reference

## Background

OCUL has developed several model licenses over the years which require periodic review and updating as the licensing landscape changes. In addition, OCUL plays a role in supporting librarians at member institutions as they negotiate locally for products. The Licensing and Local Load Subcommittee (L3S) was formed in 2013 as an amalgamation of the former Local Load Toolkit Working Group and the Scholars Portal Collection Policy Working Group.

## Purpose

L3S is mandated with regular review of the model licenses and developing support documentation to aid negotiators at individual institutions.

## Responsibilities

L3S:

- Reviews model licenses and provides feedback to OCUL-IR regarding license language in general and specifically, compliance with relevant provincial and federal legislation (e.g. accessibility, copyright, etc.).
- Considers preservation concerns when reviewing and updating model licenses.
- Develops and maintains best practices documents and tools to support OCUL member librarians in negotiating licenses (e.g. local load toolkit, negotiation toolkit).
- Builds awareness among OCUL members regarding local loading and interpretation of local load clauses.

- Promotes understanding among OCUL members of the strategic importance for the Trusted Digital Repository certification in the context of preservation and local load.
- Provides support to the OCUL Assistant Director, Information Resources and Collections by providing input for vendor licenses that are under negotiation.
- Develops position statements on broad licensing issues (e.g. nondisclosure clauses, interlibrary loan of e-books, local hosting, preservation, etc.), with input and approval from OCUL-IR, that are used to articulate key principles to vendors as part of the negotiation process.

## Authority

This subcommittee reports to OCUL-IR and brings any recommendations there may be to OCUL-IR for final approval.

## Membership

- At least 4 members from OCUL member institutions with experience in negotiation and/or licensing
- Designated Scholars Portal staff
- OCUL Assistant Director, Information Resources and Collections

## Appointment Process

Calls for subcommittee membership 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 Chair is selected from the OCUL member institution representatives and is appointed by the Subcommittee members. Terms are for two years and are renewable.

## Meetings

Meetings are generally held monthly, via Zoom or other agreed upon videoconference tool. Additional meetings may be called as needed.

## Reporting

Reports to OCUL-IR on a monthly basis at regular OCUL-IR meetings, at fall and spring OCUL-IR meetings, and as needed.

## Resources and Budget

Subcommittee uses SPOTDocs, Zoom.

## Deliverables

Updates model licenses as needed and shares with OCUL-IR.

Share common/emerging issues and trends in licenses with OCUL-IR.

## Terms of Reference Review

The Subcommittee will review these terms of reference at least every three (3) years.

The OCUL-IR must approve proposed revisions.

**Approved by:** OCUL-IR

**Approved on:** January 2024