

OCUL Video Community – Terms of Reference

Purpose

The OCUL Video Community brings together OCUL members who have roles in supporting video, media, and audiovisual material of all types. The Community will work together to:

- Share expertise in the collection and management of this unique item type.
- Advance and support emerging trends (e.g. streaming).
- Address relevant copyright, licensing and accessibility issues.
- Promote resource sharing, forward thinking, and innovation.

Activities

- Meet to discuss all things video.
- Be a resource for OCUL and its committee/groups, e.g. OCUL-IR, on all issues related to video.
- Participate in Canada-wide discussions on video issues.

Authority

The Community has no formal authority and is not intended to be an implementation/working group that fulfils OCUL initiatives or projects.

Membership

Community membership functions at the discretion of OCUL member institutions. A Community may include more than one person from a member institution.

Term

Member participation in the Community is ongoing, with no defined term.

Moderator/Co-Moderators

Moderator/Co-Moderators are appointed by the Community for a two-year term. Terms can be renewed on an ongoing two-year basis, with the support of the Community. The Moderator/Co-Moderators will solicit Community members for interest in becoming a new Moderator six months prior to the end of their initial and any subsequent two-year term.

Moderator Responsibilities

- Arranging meetings; soliciting Community members for agenda items.
- Liaising with relevant OCUL committee chairs.
- Preparing an annual report that is submitted to the OCUL Council.
- Corresponding with external groups when necessary.
- Liaising with other Community Moderators to organize joint agendas.
- Ensuring reports, community documentation and member lists are current and made available to all staff at OCUL member libraries (e.g. via an OCUL-hosted online workspace such as SPOTDocs).
- Soliciting Community members for interest in becoming a new Moderator six months prior to the end of their two-year term.

Meetings

Meeting structure and frequency to be determined by the Community. The Moderators/s are responsible for arranging and calling for agenda items from the Community members.

All meeting notes are to be made available on SPOTDocs.

Reporting

Communities report annually to the OCUL Council, in advance of the yearly spring Directors Meeting. This is a brief report and OCUL provides a template for use. This report provides an update on the year's activities and planned activities for the forthcoming year.

These reports, as well as other reports as necessary, are provided through the Community Moderator/Co-Moderators. In preparing the annual report, the Community Moderator/Co-Moderators should review both the Community name and statement of purpose to confirm that they reflect the Community's current composition and interests.

Resources and Budget

The OCUL office provides online communication support for Communities, e.g. listserv management, videoconferencing arrangements and coordination, SPOTDocs assistance. In some circumstances, a Community may need and can request a confidential web space to support its work.

Travel or other meeting expenses are the responsibility of the Community member's institution. Community members carry out the group's administrative work without the support of OCUL or Scholars Portal staff.

Policies

OCUL encourages inclusive and two-way communication practices that support effective discussions.

Members of the Community will comply with Director approved governance and appropriate organizational policies.

Terms of Reference Review

These terms of reference should be reviewed every two (2) years by the Moderator/Co-Moderators of the Community. The OCUL Executive must approve proposed revisions.

Approved by: V02 - OCUL Executive Committee
V01 - OCUL Planning and Assessment Committee

Approved on: V02 – May 6, 2025
V01 – January 14, 2016