OCUL Acquisitions and Electronic Resource Management Community – Terms of Reference

Background

The impetus for the OCUL Acquisitions and Electronic Resource Management Community is twofold. First, the acquisitions environment continues to grow in complexity with new acquisition models continually emerging and OCUL institutions working in multiple consortial environments. Second, this complexity of models increases the challenges of effective electronic resource management (ERM) that ensures the long-term sustainability of workflows and exploiting the opportunities afforded by both networked and institutional Alma environments. While acquisitions and ERM may be seen as two distinct spheres, in Alma they are highly integrated and, in many cases, the workflows are tightly coupled within a single department (or person) or the persons responsible for different workflows work in close collaboration. Finally, the past work of OCUL Collaborative Futures Shared Resources (CFSR) and the Network Zone Electronic Resource Management Working Group has highlighted the considerable benefits of drawing from and building upon the expertise residing in members from across OCUL and the need for a more focused and long-term platform upon which to continue building collective knowledge and approaches to acquisitions and ERM. Discussions emanating from this community of practice can help inform the work of CFSR, and other CF and OCUL committees.

Purpose

The OCUL Acquisitions & Electronic Resource Management Community will bring together OCUL members who have responsibilities and/or specialized knowledge pertaining to collection acquisitions and electronic resource management (ERM). These roles typically include oversight of parts or all of the entire lifecycle of acquiring collections and their management in Alma/PrimoVE to facilitate discovery and access.

The Community will cultivate knowledge sharing in order to better produce efficiencies, in order to share best practices, and to encourage discussion around trends in acquisitions and ERM, both in networked environments and in local instances of Alma/PrimoVE.

Topics of interest related to Alma may include but are not limited to:

- fund management;
- fiscal reporting;
- budgeting;
- vendor management and integrations;
- compliance with government policies;
- acquisition and inventory management workflows (physical and electronic) and best practices;
- local license management and workflows;
- cancellation and renewal workflows; and
- potential impacts of new initiatives (e.g., collective collecting, retention management) on acquisitions and inventory management workflows.

Activities

- Collaborate and share documentation regarding tools, best practices, strategies, and policies to support areas in acquisitions and ERM.
- Exchange ideas and information through online webinars and drop-in sessions.

Authority

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

Membership

Participation is at the discretion of each OCUL member library.

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 term and any subsequent two-year term.

Moderator Responsibilities

The Moderator/Co-Moderators are responsible for:

- arranging meetings; soliciting agenda items from members;
- in collaboration with members, updating the work plan;
- liaising with all relevant OCUL committee Chairs;
- corresponding with outside agencies when necessary;
- liaising with other Community Moderators to organize joint agendas; and
- creating an annual report to submit to the OCUL Council;
- 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); and
- soliciting Community members for interest in becoming a new Moderator six months prior to the end of their two-year term.

Meetings

Host regular meetings during the academic year.

- Frequency: Monthly for 1 hour (or as necessary).
- Location: Virtual.
- Conferencing software: MS Teams or alternate conferencing software.
- Documentation: Notes and all pertinent documentation will be housed on OCUL 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 and Guidelines

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

OCUL Community members will comply with Director-approved governance and home institution or OCUL 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: The Council

Approved on: September 25, 2025