OCUL Accessibility Community – Terms of Reference

Purpose

The OCUL Accessibility Community offers a forum for discussion on accessibility and disability-related issues and works towards dismantling ableism affecting academic libraries. These discussions span all areas of library practice, including collections, accessible publishing, alternate formats, web development, assistive technologies, space design, and public services. The community is grounded in the recognition that accessibility is both an individual and collective responsibility that is supported through collaboration and consultation across OCUL member libraries.

Activities

Activities include:

- Creating spaces through webinars, videoconferencing and meetings that foster professional learning and the exchange of ideas and information

- Be a consultative resource for Scholars Portal, OCUL and its committees/groups on issues related to accessibility.

- Creating opportunities for members to collaborate with each other to establish local best practices, policies and initiatives.

- Maintain a list of organizations whose mandates include disability and accessibility related issues as a resource for OCUL member libraries to consult when seeking possible partnerships.

- Develop and maintain relationships with other OCUL communities, governance groups, services, and functional areas to improve experiences for users with disabilities.

Authority

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

OCUL Communities are self-managing, and they work by consensus, with votes undertaken only in exceptional circumstances.

The Community may submit ideas for consortial consideration and discuss them with relevant OCUL standing committees or the OCUL office.

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 selected by and from the Community members for a two-year term. The Moderator/Co-Moderators will solicit Community members for interest in becoming a new Moderator six months prior to the end of their two-year term.

Whenever possible, stagger co-moderator terms to maintain continuity and ensure a smooth transition between moderators.

Moderator Responsibilities

- Arranging meetings, soliciting Community members for agenda items.
- Maintaining the Community's SPOTDocs space.
- Liaising with relevant OCUL committee chairs.
- Preparing an annual report that is submitted to the OCUL Council.
- In collaboration with Community members, update the activity plan
- Corresponding with external groups when necessary.

- Liaising with other Community Moderators on approaches to accessibility and organizing joint agendas.
- Soliciting Community members for interest in becoming a new Moderator six months prior to the end of their two-year term.

Meetings

Meetings are called as needed by the Community Moderator/Co-Moderators and held via teleconference or videoconference.

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, such as listserv management, videoconferencing arrangements and coordination, and SPOTDocs assistance.

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

Members of the community will comply with Council-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 Committee must approve proposed revisions.

Approved by: OCUL Executive Committee

Approved on: V02 – September 8, 2025; V01 – February 2014