

# OCUL Collaborative Futures Network Zone Metadata Maintenance Working Group – Terms of Reference

## Background

OCUL has undertaken the development of a shared vision of the future of library management systems in Ontario's academic libraries - a vision that articulates new possibilities and builds on a decade's long history of collaboration and cooperation. This vision involves radical collaboration to help OCUL libraries face the challenges of today: the transformation of scholarly communication and higher education, rapid developments in information technology, and declining or limited resources.

## Purpose

The Network Zone Metadata Maintenance Working Group (NZMMWG) supports the Collaborative Futures vision by ensuring the integrity and trustworthiness of Network Zone bibliographic records to enable current and future collaborative projects. The working group will take on projects and ongoing work related to metadata in the Network Zone.

The working group members will be able to learn metadata maintenance skills through participation in the group.

## Responsibilities

Working group members will:

- Represent, to the best of their abilities, the views and interests of the OCUL libraries.
- Maintain the MARC metadata in the Network Zone using the tools provided by Alma in accordance with Collaborative Futures policies and best practices.

- Develop and implement database maintenance processes to ensure the ongoing accuracy and efficiency of the Network Zone to support future collaborative initiatives among member institutions.
- Prioritize, coordinate, and perform tasks and procedures in the Network Zone to improve the quality of the available metadata.
- Identifying issues (by way of their own work or from other Omni libraries) and discussing possible resolutions for the benefit of all Omni libraries.
- Perform routine Network Zone metadata maintenance (e.g., Orphan bibliographic record cleanup, merging duplicate records)

## Authority

In general, the working group makes decisions by consensus with votes only undertaken in rare and exceptional circumstances. The working group makes decisions according to its terms of reference and reports to the Collaborative Futures Metadata Management and Standards subcommittee (CFMMS).

The working group will make recommendations on policy, best practice, procedure to CFMMS and will develop and deliver training and support material for the Omni partners as it relates to its terms.

The working group will consult with the CF Expert Advisory Network (CFEAN) and relevant Collaborative Futures and OCUL groups and experts as appropriate in the course of its work.

## Membership

Three to six representatives from OCUL Collaborative Futures libraries with:

- Familiarity with Alma tools used to manage bibliographic records.
- Experience and current knowledge of standards related to metadata, and familiarity with CFMMS policies and best practices.
- Capacity and ability to take on a task for NZ work.

## Appointment Process

- Working Group membership shall be determined by the CF Steering Committee.
- Individual members are selected for their expertise in addressing the intention of the working group, taking into consideration broad institutional representation and providing equal opportunities for working group participation.
- Participation in the NZMM Working Group is open to individuals from Omni libraries (librarians and staff).
- Working group members will be identified locally and nominated via the established OCUL nomination process, with final confirmation by the OCUL Collaborative Futures Steering Committee.

## Term

Membership will be for a two-year period with opportunity for renewal.

Staggered approach for recruiting new members to provide the Working Group with continuity of expertise.

## Chair

A chair/co-chairs for the Working Group shall be appointed by the OCUL Collaborative Futures Steering Committee from among the members of the group.

The Chair will be responsible for:

- setting meeting agenda
- Ensuring minutes are recorded and posted to OCUL wiki (SPOTdocs)
- communicating progress with CFMMS and OCUL-CFSC on behalf of the Working Group
- represent the working group at OCUL-CFSC and other relevant committees' meetings as invited.

## Meetings

- Meetings will occur as frequently as needed.
- Meetings will take place via videoconference.

- Between meetings, the Working Group members will undertake specific work tasks related to the terms.
- The Working Group members will consult between meetings, by telephone or email.

## Reporting

- Regular updates will be provided to OCUL CFMMS.
- Minutes and documents of the Working Group will be recorded on the OCUL wiki (SPOTDocs).

## Resources and Budget

- Service on the Working Group is non-remunerative.
- Travel and meeting expenses for Working Group members are reimbursed according to the Travel and Expense policies of their home institution.
- The Working Group will have a dedicated wiki presence on SPOTDocs and will have access to the OCUL Zoom account for meeting and webinar purposes in support of its work.

## Policies

- Members of the Working Group will comply with Director approved governance and appropriate organizational policies, including *code of conduct and conflict of interest policies*.

## Terms of Reference Review

The Working Group Terms of Reference will be regularly reviewed in coordination with the CFMMS at least every 3 years.

**Approved by:** V3 & V2 OCUL CFSC; V1 CF Directors

**Approved on:** V3 April 24, 2026; V2 August 14, 2024 ; V1 2020