

Terms of Reference: COPPUL Shared Print Archive Network Standing Committee

Purpose

The COPPUL Shared Print Archive Network (SPAN) Standing Committee oversees the operation and development of the COPPUL Shared Print Archive Network and advises COPPUL staff and Board of Directors with respect to shared print archiving in support of COPPUL's [strategic priorities](#), including but not limited to:

- Supporting members in realizing long-term print and digital preservation goals;
- Collectively optimizing collections and resources, leveraging emerging technologies for the benefit of our members and libraries;
- In relationship with First Nations, Inuit, Métis and other Indigenous Peoples, ensuring that respectful and culturally responsive care for culturally sensitive knowledges is upheld.

Responsibilities & Deliverables

The SPAN Standing Committee:

- Develops and monitors processes for selecting titles for inclusion in the COPPUL SPAN archive;
- Develops, manages, and coordinates the identification, retention, and registration of a shared, distributed collection of print content across COPPUL libraries
- Works to integrate SPAN with shared print archiving programs nationally and internationally;
- Recommends solutions related to holdings disclosure and access/delivery;
- Provides strategic advice to the SPAN Coordinator, COPPUL Executive Director and Board of Directors on shared print archiving priorities and processes;
- Collaborates with other COPPUL committees and allied organizations;
- Investigates emerging opportunities to amplify the impact of shared print collections.
- Participates in COPPUL strategic planning;
- Develops an annual work plan aligned with COPPUL's strategic priorities; and
- Submits an annual report to COPPUL Directors.

Membership

Composition

- **Four to eight (4 to 8) representatives from SPAN members institutions, one of whom must be a COPPUL Director or AUL designate.** Individuals will have experience and/or interest in collection management or technical services, and will preferably have been involved with SPAN work at their own institution. When possible, membership will consist of a balance of experts and those who wish to expand their knowledge. Representation from each province is preferred but not mandatory, as is representation from various sizes of libraries.

- **SPAN Coordinator (ex officio).** The SPAN Coordinator schedules meetings, circulates relevant materials in advance of the meeting, ensures minutes are recorded and retained, and orients new members to the work of the Standing Committee. The Coordinator provides regular updates to, and seeks direction from, the Standing Committee on relevant activities and initiatives. In collaboration with Standing Committee chairs / co-chairs and members, the Coordinator develops meeting agendas, annual work plans, and reports.
- **COPPUL Executive Director (ex officio).** The Executive Director liaises between the Standing Committee and the COPPUL Board of Directors, and provides leadership and advice on relevant priorities and initiatives.

Appointment Process

Nominations for membership are coordinated by the COPPUL Executive Director and approved by the COPPUL Board of Directors.

Term

Membership term is two years (once renewable), running August 1st to July 31st, and should ideally be staggered to ensure committee continuity.

Chair or Co-Chairs

The Chair is selected by current Standing Committee members after a nomination process (including self-nomination). The Chair works with the SPAN Coordinator to draft meeting agendas, lead regular meetings of the Standing Committee, and guide the development of annual work plans and reports.

Authority, Accountability & Reporting

The SPAN Standing Committee is appointed by the COPPUL Board of Directors and subject to [COPPUL bylaws](#) (Section 6.2). Standing Committee work plans are subject to Board approval and should be presented to COPPUL Directors for feedback at the Fall meeting each year. Standing Committee annual reports should be presented to COPPUL Directors at the Spring meeting each year. The Executive Director provides updates on committee activities to the Board between meetings of the COPPUL Directors. Meeting minutes are posted to COPPUL's virtual workspace for Committee members. When appropriate, discussion and decisions are communicated more widely within COPPUL.

The SPAN Standing Committee and the Board aspire to relational accountability. Should the need arise to refocus or dissolve the Committee, mutually respectful steps will be taken to realize changes.

Meetings

Virtual meetings will be held monthly or as needed to advance the work of the Standing Committee. In general, the Committee works by consensus. If voting is required to advance committee business, a quorum of 50% plus one is required. Guests may be invited to meetings.

The SPAN Standing Committee values diverse perspectives and fosters a welcoming and inclusive environment where all members are treated with dignity and respect.

Sub-Committees & Working Groups

The Standing Committee may constitute and dissolve sub-committees and working groups on an as-needed basis, subject to approval of the COPPUL Board. Sub-committees carry out ongoing work while working groups are formed ad hoc to address time-limited issues. At least one member of each sub-committee must also be a member of the Standing Committee. SPAN member representatives (including affiliate member libraries) other than those sitting on the Standing Committee may be members of sub-committees, including serving as sub-committee chairs or co-chairs.

[See Appendix for a list of current SPAN Standing Committee subcommittees and Working Groups.]

Resources

Service on the SPAN Standing Committee is non-remunerative. The administrative work of the Committee is supported by the SPAN Coordinator. In the event that an in-person meeting is organized, travel and other meeting expenses are the responsibility of the Committee members' home institutions.

Terms of Reference Review

SPAN Standing Committee terms of reference should be reviewed by the Committee every three to five years. Revisions are subject to approval by the COPPUL Board of Directors.

Approved by: COPPUL Board of Directors

Approved on: 26 August, 2025