

## Terms of Reference: COPPUL Collections Standing Committee

### Purpose

The COPPUL Collections Standing Committee ensures that COPPUL's consortial licensing activities deliver value to members and reflect and respond to their needs. The Committee advises COPPUL staff and Board of Directors with respect to e-resource licensing and collections management in support of COPPUL's [strategic priorities](#), including but not limited to:

- Ensuring a principled, innovative and sustainable approach to licensing, accommodating diverse content, communities and metadata;
- Fostering relationships, professional development and mentorship opportunities within and among COPPUL committees throughout member libraries;
- Creating a culture of assessment to ensure members can communicate their impact to the communities they serve;
- Reducing barriers to access through resource sharing, advancement of open practices and extension of resource access beyond COPPUL institutions.

### Responsibilities & Deliverables

The Collections Standing Committee:

- Represents the collections needs, priorities, and perspectives of COPPUL member institutions;
- Supports the development and management of information resources at consortium and institutional levels;
- Provides strategic advice to the Licensing Coordinator, COPPUL Executive Director and Board of Directors regarding license negotiation objectives, shared print priorities and other COPPUL collections matters;
- Serves as a forum for sharing information and best practices with respect to licensing, collection management and broad collection-related issues in academic and scholarly publishing;
- Investigates and assesses information resources acquired collectively for the benefit of member institutions;
- Recommends and maintains policies, principles and model documents for consortial acquisitions;
- Organizes webinars on collections issues to support the work of the collections staff at COPPUL member organizations;
- Undertakes projects assigned by the COPPUL Board of Directors from time to time;
- Communicates and coordinates with other COPPUL committees and allied organizations as needed;
- 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

- **One (1) representative from each full COPPUL member library as nominated by the library director.** COPPUL affiliate members do not have representation on the Collections Standing Committee.
- **Licensing Coordinator (ex officio).** The Licensing 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

Member nominations are coordinated by the COPPUL Executive Director and approved by the COPPUL Board of Directors.

### Term

No fixed term. Members serve at the discretion of their library directors.

### Chair or Co-Chairs

Whenever possible, the Standing Committee will be chaired by two co-chairs with staggered two-year terms. Co-chairs are selected by current Standing Committee members after a nomination process (including self-nomination). Chairs / Co-chairs work with the Licensing 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 Collections 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 Collections 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 bi-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 Collections Standing Committee values diverse perspectives and fosters a welcoming and inclusive environment where all members are treated with dignity and respect.

## Subcommittees & Working Groups

The Standing Committee may constitute and dissolve subcommittees 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. COPPUL member representatives (including from affiliate member libraries) other than those sitting on the Standing Committee may be members of sub-committees, including serving as subcommittee chairs or co-chairs.

## Resources

Service on the Collections Standing Committee is non-remunerative. The administrative work of the Committee is supported by the Licensing 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

Collections 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: 6 June, 2025