

Affiliate Institution Policy

COPPUL's bylaws allow for one class of membership. However, COPPUL administers an affiliation program for university libraries within the COPPUL region that are not eligible for membership in COPPUL. COPPUL affiliate institutions pay annual fees to COPPUL and enjoy certain services and benefits, but are not referred to as "members".

The purpose of this policy is to clarify eligibility, benefits and obligations of COPPUL affiliate institutions.

Eligibility

Affiliation with COPPUL requires that:

- Institutions must be located in COPPUL's geographic region*.
- Institutions must have a library (virtual or physical or both) with dedicated library staff and a library website.
- Institutions must be not-for-profit organizations.

Further, prospective or existing affiliate institutions must not also be eligible for full membership per COPPUL's [bylaws](#). In other words, Universities Canada members located in COPPUL's geographic region are not eligible to be COPPUL affiliate institutions.

* Institutions from outside COPPUL's geographic region (per [COPPUL bylaws](#)), affiliated before September 2025, are exempt from this requirement.

Services

Services available to COPPUL affiliate institutions include:

E-Resource Licensing

Affiliate institutions participate in COPPUL licenses and enjoy consortial discounts on e-resources and lower annual increases, time saved liaising with vendors and publishers and negotiating license agreements, and the collective benefits of group negotiating power and expertise.

COPPUL Digital Stewardship Network (CDSN)

Along with participation in CDSN webinars and community of practice meetings, COPPUL affiliate institutions have access to the following tools and services:

- Borealis. Borealis is a national shared research data management infrastructure (Dataverse) available through Scholars Portal via regional consortium membership or affiliation.
- Scholaris. Scholaris is a national shared institutional repository infrastructure available through Scholars Portal via regional consortium membership or affiliation.
- Consortially negotiated licenses for digital preservation tools (e.g. Archive-IT).

Shared Print Archive Network (SPAN)

Affiliate institutions are eligible for membership in COPPUL's Shared Print Archive Network for a separate membership fee.

Committees, Communities of Practice & Educational Opportunities

Affiliate institutions may join the Indigenous Knowledges Standing Committee as COPPUL representatives and, if SPAN members, the SPAN Standing Committee, as well as any subcommittees or working groups of these and other COPPUL Standing Committees. Affiliate institutions may participate fully in COPPUL communities of practice, professional development and networking opportunities organized by COPPUL staff and committees as well as COPPUL consortial partners such as CAAL-CBPA. Such participation by affiliate institutions in COPPUL's practitioner community is of mutual benefit to affiliates and to COPPUL.

Restrictions

Affiliate institutions are non-voting and are not eligible for representation on the Council or Board of Directors. Affiliate institutions may not sit on COPPUL Collections and COPPUL Digital Stewardship Network (CDSN) Standing Committees, but may join subcommittees and working groups of these committees. Affiliate institutions do not participate in the Canadian Academic Libraries Resource Sharing Agreement (formerly COPPUL-OCUL-BCI-CAUL Resource Sharing Agreement and Canadian University Reciprocal Borrowing Agreement) and are not eligible for COPPUL's annual Outstanding Contribution award.

Agreements

COPPUL Affiliate institutions sign a management agreement with COPPUL and, if applicable, a Service Level Agreement defining mutual expectations between COPPUL and affiliate institutions with respect to e-resource licensing program participation.



Fees

Affiliate institution fees are invoiced in April, at the beginning of each fiscal year. Fees are \$1200 CAD per institution per year in 2026-27 and \$1500 in 2027-28, and subject thereafter to annual inflationary increases determined by the COPPUL Board of Directors.

A 1.5% project management surcharge is applied to affiliate institution invoices for e-resource and digital preservation licenses.

Approved by COPPUL Board of Directors: 2 February 2026

Date of Next Review: February 2028