

Terms of Reference: Preservation Infrastructure Subcommittee

Purpose

The Preservation Infrastructure Subcommittee (PISC) is a subcommittee of the COPPUL Digital Stewardship Network (CDSN) Standing Committee. PISC supports the CDSN Standing Committee in its efforts to manage COPPUL's preservation infrastructure initiatives, providing practical recommendations for preservation infrastructure strategy, operations, policy, and service planning.

Responsibilities & Deliverables

Guided by the CDSN Standing Committee and in close collaboration with the CDSN Coordinator, the Preservation Infrastructure Subcommittee:

- Represents the interests of COPPUL members with preservation infrastructure needs and use cases;
- Investigates opportunities to align and/or integrate COPPUL preservation infrastructure initiatives and capacity with other digital research infrastructure and preservation tools and services;
- Advises on opportunities for developing or enhancing COPPUL's preservation infrastructure tools and services, including possible partnerships;
- Brings forward issues with services and recommends solutions; and
- Carries out research, assessment and planning in support of COPPUL-supported infrastructure, as applicable.

Membership

Composition

- **Three (3) to six (6) representatives from COPPUL member libraries or affiliate institutions.** The subcommittee may include a combination of members with digital preservation infrastructure expertise and those wishing to develop their skills. At least one member representative must also be a member of the CDSN Standing Committee to act in a liaison capacity.
- **CDSN Coordinator (ex officio).**

Appointment Process

Calls for participation are coordinated by the CDSN Coordinator or COPPUL Executive Director. Nominations are made with the consent of the nominee's Library director. The CDSN Standing Committee approves appointments of nominees to the Subcommittee.

Term

Membership term is typically two years (renewable).

Chair or Co-Chairs

Chairs / Co-chairs lead meetings, draft agendas, and report on the subcommittee's work to the CDSN Standing Committee.

Authority, Accountability & Reporting

The Preservation Infrastructure Subcommittee is constituted and may be dissolved by the CDSN Standing Committee, subject to approval by the COPPUL Board of Directors. The Preservation Infrastructure Subcommittee is guided in its work by, and reports to, the CDSN Standing Committee.

Meetings

Virtual meetings will be held as needed to advance the work of the PISC. The subcommittee works by consensus. Guests may be invited to meetings.

The PISC values diverse perspectives and fosters a welcoming and inclusive environment where all members are treated with dignity and respect. Meetings follow the COPPUL Code of Conduct Policy.

Resources

Service on the PISC is non-remunerative. The administrative work of the Committee may be supported within reason by the CDSN Coordinator.

Terms of Reference Review

PISC terms of reference should be reviewed by the subcommittee and CDSN Standing Committee every two years. Revisions are subject to approval by the COPPUL Board of Directors.

Approved by: COPPUL Board of Directors

Approved on: 29 May, 2026