

Terms of Reference: COPPUL Collections Community Planning Subcommittee

Purpose

The Collections Community Planning Subcommittee is a subcommittee of the COPPUL Collections Standing Committee. The Subcommittee organizes and hosts professional development events and forums for the COPPUL Collections Community.

Responsibilities & Deliverables

The Collections Community Subcommittee:

- Identifies professional development topics of interest to COPPUL members engaged in library collections work.
- Plans and convenes online presentations and discussions, typically on a bi-monthly basis.
- Fosters a community of practice for librarians and library staff engaged in collections roles at COPPUL member libraries.
- Collaborates with other COPPUL committees and allied organizations as appropriate.

Membership

Composition

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

Appointment Process

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

Term

Membership term is typically two years (renewable).

Chair or Co-Chairs

In collaboration with the Licensing Coordinator, Chairs / Co-chairs schedule and lead meetings, draft agendas, and report on the subcommittee's work to the Collections Standing Committee.

Authority, Accountability & Reporting

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

Meetings

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

The Collections Community Subcommittee values diverse perspectives and fosters a welcoming and inclusive environment where all members are treated with dignity and respect. Licensing Committee meetings follow the COPPUL Code of Conduct Policy.

Resources

Service on the Collections Community Subcommittee is non-remunerative. The administrative work of the Committee may be supported within reason by the Licensing Coordinator.

Terms of Reference Review

Collections Community Subcommittee Terms of Reference should be reviewed by the subcommittee and Collections 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