



## Library User Group

### Terms of Reference

**Last updated:** March 11, 2022

#### Context

Coalition Publica is a partnership between Érudit and the Public Knowledge Project (PKP) to advance digital scholarly publishing, open access dissemination and research capacity in the humanities and social sciences in Canada.

Coalition Publica builds on established relationships to leverage existing initiatives, develop new services, increase knowledge and engagement, and work collaboratively towards an equitable and sustainable open access environment in Canada. Coalition Publica's committees and community contribute their specialized knowledge, guidance, and relationship-building capacity to achieve these shared goals.

Coalition Publica is funded by the Canada Foundation for Innovation and the Social Sciences and Humanities Research Council of Canada to build and maintain a national Canadian publishing, dissemination, and research infrastructure that offers services to both the English- and French-language scholarly publishing communities.

#### Structure

Coalition Publica's partnership structure is comprised of three committees: the Steering Committee, the Stakeholder Advisory Committee and the International Advisory Committee.

The governance bodies of PKP and Érudit, who are ultimately responsible for Coalition Publica, have mandated the Steering Committee to gather advice from the Stakeholder and International Advisory Committees, and to make recommendations.

User groups report to the Stakeholder Advisory Committee.

## Objectives

- To establish a productive working relationship between Coalition Publica and library publishing/hosting programs;
- To strengthen and support the community of practice among library publishing/hosting programs in Canada;
- To build awareness of emerging issues and trends in library publishing;
- To facilitate community contributions to and engagement in Coalition Publica's strategic objectives.

## Roles and Responsibilities

- Provide guidance and advice on the future direction of Coalition Publica as a pan-Canadian publishing infrastructure, so that it continues to meet the needs of the scholarly publishing community;
- Provide recommendations on improving and enhancing PKP and Érudit applications, including workflows, usability, accessibility, adherence to standards, etc;
- Provide input on Coalition Publica's communication strategy to help ensure library publishing/hosting programs are aware of and understand Coalition Publica's services.

## Membership

- 6 to 8 members representing different regions of Canada (Atlantic, Quebec, Ontario, Prairies, Alberta, BC)
  - within this group, members should also represent institutions of varying sizes
- Érudit representative
- PKP representative

Coalition Publica supports the principles of equity, diversity and inclusion (EDI). As part of this commitment, one line of effort seeks to ensure that the membership of its committees and groups encourages a wide range of perspectives and the equitable participation of all members of the community. We will work to deliberately include representation across many vectors of diversity such as sex, gender, disability, Indigenous identity, ethnic background, sexual orientation, religion, age, language, lineage, immigration, geographic location or socioeconomic status.

The Library User Group will choose two co-Chairs from among their number, one Anglophone and one Francophone, who will serve for a period of two years. The co-Chairs of the group will also serve as members of the Coalition Publica Stakeholder Advisory Committee.

All appointments to the Library User Group will be for two-year, renewable terms.

Staff members or other advisors may be invited to attend meetings of the Library User Group by the co-Chairs or the Érudit and PKP representatives.

## Agenda and Meeting Schedule

- The co-Chairs and the Érudit and PKP representatives will prepare the agendas and welcome other members to suggest points to be discussed.
- Agendas and supporting materials will be distributed no later than one week before the meeting.
- Group meetings will normally occur three to four times annually and will generally last no more than 1 hour.
- One meeting each year will be a joint meeting with the Journal User Group.
- Most meetings will be held by videoconference.
- Meeting agendas and notes will be available on Google Drive.
- Ongoing communication will take place via email.

## Commitment of Committee Members

All members of the Library User Group will act with honesty and integrity in their work, and will follow Coalition Publica's [Principles and Practices for Bilingual Meetings](#).

Members should be able to attend and participate in most meetings. In cases where they are not able to attend, they can clear an alternate with the co-Chairs.