

OLA COPYRIGHT COMMITTEE

TERMS OF REFERENCE

Updated October 2025

Mandate:

- The Copyright Committee exists to support OLA members in fulfilling their role(s) as practitioners, intermediaries and/or advisors to their user communities on copyright issues and concerns
- The Committee will act as a resource to the OLA Executive
- The Chair and/or a designate will act as OLA Copyright Committee's representative on CFLA Copyright Committee, to promote library interests related to copyright

Responsibilities/Objectives:

- Seeks out and identifies to OLA and membership, copyright and related matters for the wider community
- Fosters and actively promotes collaboration and alignment for copyright literacy across its membership, the Canadian library communities, and other allied associations
- Serves the OLA Community by educating and assisting members on copyright issues and concerns that they encounter in the practice of their profession
- Engages and liaises with existing national committees and working groups and member associations to maximize the efficacy and impact of copyright literacy nationally and internationally
- Prepares for, and participates in (at the direction of the OLA Executive Director and/or Board), advocacy directed toward affecting Canada's federal, provincial, and international copyright policy and international copyright positions
- Acts as an advisory body to the OLA Executive Director on copyright matters
- Performs its activities in accordance with the OLA's practices, policies, and strategies
- Keeps up to date on all matters relating to its mandate
- Reviews the Terms of Reference every four years

Deliverables:

- To ensure the OLA Executive Director is informed and briefed on the Committee's recommendations and decisions for the Executive Director to act as a liaison to the OLA Board
- To review and advise on Super Conference proposals pertaining to copyright issues, to eliminate redundancy, ensure accuracy and objectivity and to promote a balanced selection of presentations to the membership
- To offer, annually, symposiums or workshops to provide a deeper learning experience for members and the broader library sector on copyright-related topics and issues

- When available and appropriate, to assist members to obtain legal opinions on intellectual property (IP) and copyright issues through Western University, OLA's partnership with Community Legal Services (CLS) at Western Law

Composition:

- This is an expert service committee designed to remain relatively small in size to allow for flexibility, responsiveness and continuity
- 2 ex-officio, non-voting members (2 OLA Liaisons)
- The role of Secretary is fulfilled at each meeting by one of the OLA Liaisons, to take meeting minutes
- Membership should comprise participants from the academic, public, school and special libraries, when possible
- New members are nominated by OLA Copyright Committee member recommendations
- The Committee may invite or nominate additional members as necessary up to a total of 10 committee members
- One member per institution only

Resources and budget:

- A minimum of 2 virtual meetings annually
- Expenses associated with the Copyright Symposium will be managed by OLA

Timelines:

- The Chair or another designate may present an annual update to the OLA Board
- Chair or designate may present annually to the OLA Board
- Meetings will be called by the Chair
- The OLA Liaison and/or the Chair will circulate the upcoming agenda and a summary of minutes, including action items, before the next meeting
- Members of the Committee may circulate these materials to their affiliated member associations and other interested associations and related working groups
- Upon adjournment of the meeting, a meeting invitation will be circulated to members of the Committee for the date/time for the next meeting

Type of Committee:

- Standing Committee (responsible for a specific program or function)

Term of Appointment:

- 2 - 4 year renewable term for the Chair role with extension at the discretion of the Committee
- Except for the ex-officio members, Committee membership is renewable at the discretion of the Committee