

BC Institutional Repository Network Software Selection Committee Terms of Reference

The BC Shared Digital Resources & Institutional Repository Network (hereafter the BC IR Network) is a collaborative initiative of BC post-secondary institutions to support the development and implementation of institutional repositories (IRs) at BC post-secondary institutions. The BC IR Network will be a province-wide network of institutional repositories, providing: access to faculty and student research output across all post-secondary institutions; supporting the management of institutional digital resources; and showcasing BC as a hub for knowledge creation across Canada and around the world. A first step is selecting a software platform capable of supporting the diverse needs of BC post-secondary institutions (PSIs).

Mandate

The BC IR Network Software Selection Committee has received a mandate from the BC IR Network Advisory Committee to:

- Identify functional requirements of software or services for support of the BC IR Network;
- Assess vendor proposals, including functional requirements compliance;
- Arrange product demonstrations, facilitating participation and gathering feedback from near-future IR adopters and interested members of the BC post-secondary community;
- Evaluate selected software packages and make a recommendation to the BC IR Network Advisory Committee of the software package that best fits the BC IR Network's currently outlined needs.

Membership

Membership in the BC IR Network Software Selection Committee will consist of representatives from BC ELN partner libraries. The following criteria will guide membership:

- To ensure efficient decision-making there will be a maximum of 6 members, including the Advisory Committee liaison and the BC ELN Coordinator.
- Members will be from institutions that do not currently have an institutional repository, but are actively planning to move forward with one within the next 2 years.
- Members must be available for frequent meetings and intense committee work for the duration of the software selection process, expected to be October – December 2014.
- There should be balanced representation from different types and sizes of institutions. Institution types are: Rural Colleges, Urban College, Regional Universities and Institutes, Small Universities, Medium Universities and Large Universities.

Procedures

Communication among Software Selection Committee members will primarily take place via the <eln-irsoftselect> listserv.

Meetings

Software Selection Committee meetings will be held virtually and/or in person as needed.

Deliverables

The BC IR Network Software Selection Committee will deliver a recommendation to the BC IR Network Advisory Committee of the software package that best fits the BC IR Network's currently outlined needs.