

Position Descriptions

**THE UNIVERSITY OF ARIZONA
POSITION DESCRIPTION**

POSITION TITLE: Director of Copyright and Scholarly Communications
DEPT/TEAM: University Libraries and CCP, Administrative Team
EMPLOYMENT CLASSIFICATION: Appointed Personnel
FTE: 1.0

LIBRARY MISSION STATEMENT:

The University of Arizona Libraries and Center for Creative Photography advance the University's mission through the active contributions of knowledgeable staff who choose cost effective methods of acquiring, curating, managing, and connecting customers to information services and resources and providing education in their use.

All Library staff members are charged with advancing the vision and mission of the Libraries through system-wide thinking and shared responsibility for successful teams. Individuals are responsible and accountable for problem solving, processes improvement, maintaining quality standards and are empowered to make decisions at appropriate levels. Staff members are encouraged to take satisfaction in their accomplishments in an atmosphere of cooperation and to have a balance of personal and professional lives.

The University of Arizona Libraries is a dynamic, team-based learning organization dedicated to a customer center philosophy. The primary customer base for this position is the University and its faculty, administration, researchers and students. The Library operates in an environment of shared authority, responsibility and decision-making among a diverse group of colleagues committed to the support of the learning and research activities of a comprehensive research university.

POSITION SUMMARY:

The position will be responsible for the Office of Copyright and Scholarly Communications. The incumbent will coordinate scholarly communications activities for the University of Arizona and taking the lead in building a scholarly communications program. The Director will lead efforts to educate the university intellectual property issues and their impact on the nature and conduct of scholarly inquiry and instruction. The incumbent will organize educational forums on scholarly communication topics and work with faculty to insure understanding on copyright issues. The Office will also seek copyright permissions to digitize and make materials, including dissertations, accessible to the academic community. The position reports directly to the Associate Dean of the University Libraries and CCP.

DUTIES, RESPONSIBILITIES and EXPECTATIONS:

1. Provides leadership to the University and Libraries in building a scholarly communications program and educating the University community about intellectual property issues. Supports the development of the Libraries scholarly communications web site.

2. Directs copyright activities for the Libraries and serves as copyright advisor to the university community; serves as the Libraries primary resource on fair use and other copyright issues and programs related to scholarly communications
3. Serving as the contact point for queries and suspected violations of the Digital Millennium Copyright Act from outside agents (RIAA, publishers, motion pictures, etc.).
4. Works with the Office of General Counsel, Students Affairs, Information Technology, and Vice President for Research (VPR), Vice President for Instruction (VPI) and academic departments on issues and programs related to scholarly and aggressively provides educational resources for faculty and students on how to observe copyright compliance while maintaining fair use.
5. Providing face to face advice and guidance for faculty on how materials may be used for educational and research use while not violating copyright.
6. Working with the VPR and appropriate faculty units to educate faculty on their responsibilities and rights in terms of their own scholarship, while at the same time observing the new NIH policies on the deposit of scholarly articles resulting from federally funded research
7. Monitoring national scholarly communication policy issues, informing and educating the University community on their significance as well as ensuring our state and federal relations officers have the information they need on these issues. Ensures that scholars, students, and libraries in the digital environment retain the full benefits of the current and evolving intellectual property regime.
8. Organizes educational forums on scholarly communication topics as they relate to academia and to research libraries.
9. Providing support for University discussions on the development of University policies on copyright, the public domain, user privacy, and other scholarly communication issues.
10. Represents the interests of the Library and university community in development of copyright, the public domain, user privacy, and other scholarly communications issues.
11. Consults with faculty on proper use of published materials, intellectual property, databases and readings in the University Course Management System(s). Provides ready access to faculty on copyright issues and the potential for violations as related to copyright and fair use.
12. Seeking copyright permissions to digitize and make publicly accessible University materials including dissertations as well as works of unclear origin or copyright assignment.
13. Understands, advocates, communicates the Libraries' mission, vision, goals, services and operations as they relate to copyright and scholarly communications.
14. Works with the Libraries information systems and integrative services teams to insure needed materials are and can be available in the Institutional Repository. Advertises the availability and capability to the repository to the University community, faculty researches and students.
15. Responsible for staff development and training programs for the Library on copyright and scholarly communications issues.

MINIMUM REQUIREMENTS:

- Master's degree in library/information science or other relevant field. Assignment to a continuing-eligible or administrative year-to-year appointment will depend on relevant degree of the successful candidate. Only MLS candidates can be continuing eligible.
- Substantial professional experience in scholarly communications, copyright, intellectual property and fair use.

PREFERRED QUALIFICATIONS:

- Demonstrated success in leading a program with broad impact in a research University environment.
- Experience in preparing and delivering scholarly communications, copyright and fair use instruction for different audiences, individually and in groups/forums, on campus. Ability to develop web-based educational materials on scholarly communications, copyright and fair use.
- Demonstrated success working in a team-based environment and work with diverse peoples and serve a diverse population across campus,
- Demonstrated ability to function independently, taking initiative and setting priorities in a dynamic, changing environment with frequent interruptions and deadlines.
- Extensive knowledge of the overall operations and information needs in a large academic research university library.
- Excellent communication skills and the ability to interact effectively with customers, colleagues, campus administrators, counsel's office lawyers, consortia partners and national organizations.
- Ability to liaise, with various campus, state and national organizations on developments and issues related to scholarly communications and intellectual property.
- Working knowledge of course management systems and institutional repositories and ability to communicate benefits and issues with campus faculty colleagues and administrators.
- Possesses a thorough understanding of trends away from print toward digital content as a preference and reality for the future in this library and nationally. Ability to communicate the changes, requirements and benefits to faculty, students and researchers across campus.
- Demonstrated commitment to monitor trends in technology, digital materials, copyright/intellectual property, scholarly communications, course management systems and institutional repositories and translate them into workable programs and education opportunities for the Library and University communities.

POSITION DESCRIPTION

DATE: January 2011

COLLEGE: University Libraries, Arizona State University

DEPARTMENT: Collections and Scholarly Communications Office (CSCO)

TITLE: Chief Officer

POSITION SUMMARY: Reporting to the Associate University Librarian, the Chief Officer is responsible for overall management and policy guidance in the Office of Collections and Scholarly Communication, and the Preservation Department for the Arizona State University Libraries. S/he provides leadership for the selection, licensing, management and preservation of print and electronic resources. S/he provides leadership in consortial and cooperative activities that include collections and scholarly communication. S/he is responsible for hiring, training and evaluating CSCO and Preservation personnel; and for contributing to general administrative decision-making and library leadership through committee and policy work. The Chief Officer projects, coordinates and manages the information resources budget. S/he supervises and coordinates the work of the Libraries' area specialists, and monitors the gifts and donations program. S/he facilitates the transition to a digital-preferred collection in support of teaching, learning and research. S/he helps develop and promote sustainable models of scholarly communication, and initiates innovative approaches to collection assessment, data gathering, and management.

DUTIES AND RESPONSIBILITIES:

Maintains a broad understanding of Arizona State University's teaching, learning and research programs and initiatives, and its academic goals and plans, to ensure that collections meet faculty and students needs.

Provides strong and visionary leadership for library-wide collection development practices, preservation, and collection digital initiatives.

Monitors and keeps current, at the national and international levels, information and developments related to collection management, cooperative collection development, scholarly communication, publisher business models, digital content, licensing, and the information resources legal environment; recommends, for consideration, leading edge programs for ASU Libraries' participation.

Works within a shared administrative structure to facilitate the ASU Libraries collection-building and access functions; develops policies and initiates programs to fulfill user collections and access needs.

Oversees the work of the Collections Council, the Collections Council Steering Group, and its subgroups.

Oversees allocation, use, and analyses of the information resources budget (approximately \$10 million) and selected gift endowments.

Represents the collection interests of the ASU Libraries in state and regional consortia, (Arizona Universities Library Consortia and Greater Western Libraries Alliance and others) national forums and international initiatives.

Directs, supervises and manages recruitment and evaluation for librarians and staff in the Office of Collections and Scholarly Communication and the Preservation Department (includes the Area Specialists, Assistant Collections and Scholarly Communications Librarian, Gifts Coordinator, Contracts Specialist, Statistical Analyst, and Head of Preservation).

In addition to direct position responsibilities, participates in professional development, creative activities, and service to the profession and/or community.

Performs other duties as assigned.

AP Signature _____

PE Signature _____

**ARIZONA STATE UNIVERSITY LIBRARIES
POSITION DESCRIPTION**

DATE: April 2012
DEPARTMENT: Collections and Scholarly Communication Office
NAME:
TITLE: Specialist Senior/Contract Specialist

GENERAL SUMMARY:

The Specialist Senior/Contract Specialist supports the electronic licensing program for the Arizona State University (ASU) Libraries, and for the Arizona Universities Library Consortium (AULC), a partnership providing access to electronic resources to university communities in the state of Arizona. S/he also assists and supports contracts and rights management for the ASU Digital Repository, a digital collection of content provided by the ASU Community; and undertakes an advisory role in the scholarly communication movement, both locally and nationally. The Specialist Senior is a member of the Collections and Scholarly Communications Office, and reports directly to the Chief Officer and indirectly to the Associate University Librarian. S/he is responsible for revising, negotiating and processing contracts and advising, in consultation with the ASU General Counsel's Office, on copyright and fair use issues. S/he works directly with the ASU Digital Repository Steering Committee, the Collections Selection Committee, ASU Libraries Administration, the Scholarly Communications Librarian, and ASU Libraries' information providers. S/he is responsible for maintaining an understanding of rights management and how it applies to the ASU community. Together with other library and university personnel, s/he is also responsible for the continuous improvement and advancement of the ASU Libraries' strategic plan in the area of selection, scholarly communication and repository policy.

ESSENTIAL FUNCTIONS:

- 1. The position negotiates and processes contracts and other legal documents pertaining to the provision and use of electronic resources by the ASU Community**
 - Reviews, revises and proactively negotiates terms and conditions of contracts between the Arizona Board of Regents for and on behalf of Arizona State University Libraries and domestic and foreign information providers.
 - Ensures that contract terms enable the provision of effective services to support the teaching and research needs of the ASU community and proactively negotiates specific contract clauses as appropriate.

- Maintains a continued awareness of current movements toward the establishment of standard national and international licensing policies/guidelines for academic research.
- Corresponds routinely by telephone, e-mail or fax with publisher or vendor contract administrators, attorneys, directors, technology specialists, sales representatives, and customer service.
- Reviews licenses for conformity to state, university, and library requirements. Mails copies of completed license agreements, memoranda of understanding, and acknowledgement letters to appropriate parties. Maintains accurate and organized files of correspondence and final signed contracts. Maintains accurate license records in the Libraries Electronic Resources Management system and communicates information to the ASU Community as appropriate.
- Consults with ASU Associate General Counsel on complex legal issues; involves the Associate General Counsel when discussions reach impasse.
- Takes independent initiative when ASU is notified that an alleged contract breach has occurred and consults with appropriate ASU offices and departments, as well as individuals, to correct the breach within the number of days stipulated in the license.
- Scans all contracts for ease of electronic access and word search.

2. This position supports scholarly communication at ASU and in higher education through resolution drafting, contract negotiation, and a thorough understanding of current trends in the publishing and library industries.

- Maintains a continued awareness of information pertaining to copyright law, rights management, Arizona State laws, and all aspects of scholarly communication, including; fair use best practices, legislation impacting universities and libraries, and activities related to the Open Access, Open Science, and Open Data movements.
- Applies, as appropriate, common academic publishing practices, such as; use of Science Commons or other contract addenda for the retention of rights and Creative Commons licensing.
- Assists with educating library staff and the university community about legal matters regarding access of electronic resources, and current national and international scholarly communication initiatives underway that could impact the ASU Community.

3. This position assists with rights management and other related matters that apply to the ASU Digital Repository

- Interprets publisher policies and contracts for the purpose of submitting content into the ASU Digital Repository.

4. Provides secondary administrative support to the ASU Libraries.

- Prioritizes timely completion of ad hoc requests for the Libraries Administration, Collections and Scholarly Communications Office, and the ASU Digital Repository.
- Participates in appropriate Office and Library meetings and committees.
- Provides secondary supervision of student employees.
- Performs other duties as assigned

KNOWLEDGE AND SKILLS:

- Comprehensive knowledge of concepts, terminology, principles and procedures of American law as well as knowledge of functions and jurisdictions of local, state and federal courts and related agencies.
- Comprehensive knowledge of methods and techniques of legal research and the use of statutes, codes and other legal resources as well as skill in extracting and utilizing information from statutes, court decisions, legal documents, policies and related records.
- Skill in writing complex legal documents/reports.
- Skills in analytical and problem-solving techniques.
- Skill in both verbal and written communication and interpersonal relations.
- Skill in work management and organization.
- Skill in understanding the necessity and the ability to preserve and maintain confidential communications in legally privileged information.
- Skill in the use of personal computer and office equipment.

QUALIFICATIONS:

Required:

- Bachelor's degree in a field appropriate to the area of assignment and five (5) years of related experience; OR,
- Nine (9) years of related experience; OR,
- Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Preferred:

- Demonstrated familiarity with or experience in contract law and negotiating contracts
- Familiarity with United States Copyright law.
- Familiarity with electronic resources in an academic research library setting
- Experience working collaboratively
- Master of Library Science degree or coursework leading to MLS degree
- JD degree or coursework leading to the JD degree
- Excellent written communication skills.

Statement of Responsibilities

RANK: _____ Librarian

FUNCTIONAL TITLE: Scholarly Communication and Licensing Librarian

Description of Unit

The *Scholarly Communication and Licensing (SCL)* unit develops strategic directions for scholarly communication programs and delivers electronic and digital collection services to the UCLA community.

Working closely with the Associate University Librarian for Collection Management and Scholarly Communication, SCL oversees the growth of the scholarly communication programs and services at UCLA by developing and implementing services and programs designed to provide outreach and instruction to faculty related to intellectual property issues, and to ensure the broadest dissemination and preservation of the scholarly record affecting libraries, archives, and cultural memory institutions. The unit also oversees an enterprise-wide infrastructure for electronic resource management activities, including the selection, acquisition, licensing, access, and ongoing management of library collections. SCL oversees the UCLA instance of the Web Archiving Service, facilitates campus-wide participation in eScholarship, oversees commercial licensing, supervises mass digitization efforts, and advises on permissions and rights metadata for the UCLA Library.

Description of Position & Duties

The Scholarly Communication and Licensing Librarian is responsible for assisting the Head of SCL with intellectual property issues, including copyright review and open access. This position also helps with the licensing of electronic resources as well as supporting the development, establishment, and implementation of library scholarly communication efforts, projects and programs, including, but not limited to, individual and formal classroom outreach to students, faculty, and staff. The Scholarly Communication & Licensing Librarian is responsible for the ongoing development of strategic initiatives regarding digital resource management and scholarly communication within the UCLA Library, and investigating and reporting on new forms of scholarship. Additionally, the Scholarly Communication and Licensing Librarian is a member of, and actively engages in, the work of the UCLA Library's Scholarly Communication Steering Committee, with particular emphasis on developing and coordinating events highlighting Open Access Week.

The Scholarly Communication and Licensing Librarian carefully and continuously monitors changes in the academic digital resources and scholarly publishing environments in order to investigate and advise of new and cutting-edge opportunities for further advancement in this area, in support of the Library's mission to provide timely and comprehensive access to and preservation of the scholarly record.

Director of Copyright & Scholarly Communications

Job Code/Title: 1354/Library Department Head

Department: Copyright & Scholarly Communications

Supervisor: University Librarian

FTE: 1.0

Ranked: No

Date Created/ Reviewed: April 2012

Job Level: 0

Job Family: 29

FLSA Status: Exempt

Term: N/A

Position Summary

The Director of Copyright & Scholarly Communications will coordinate scholarly communication activities for Duke University by providing leadership and educating the university community about intellectual property issues and their impact on the nature and conduct of scholarly inquiry and instruction. S/he will serve as an advisor to individuals and groups, analyzing specific situations in order to recommend creative solutions and help develop best practices. S/he will also be an advocate for innovation in scholarly publishing with individuals, as well as in regard to institutional and national policies.

Responsibilities

- Directs copyright activities for the university's libraries and serves as copyright advisor to the university community; serves as the libraries' primary resource on fair use and other copyright issues; assists with obtaining copyright permissions.
- Develops a vision and implements policies and strategies for supporting the evolution of new modes of scholarly communications technology.
- Represents the interests of Duke University Libraries and the university community in the development of university policy on copyright, the public domain, user privacy, and other scholarly communication issues.
- Monitors national scholarly communication policy issues, informs and educates the Duke community of their significance and participates in campus efforts to ensure that scholars, students and libraries in the digital environment retain the full benefits of the current and evolving intellectual property regime. Contributes to and is active in local, consortial, regional and national meetings to stay abreast of developments/trends in scholarly communications;
- Sustains development of the Libraries' scholarly communication Web site; organizes educational forums on scholarly communication topics as they relate to academia and to research libraries.
- Works in close consultation and cooperation with university's Office of General Counsel, the Office of Information Technology, academic departments, and senior university administrators on issues and programs related to scholarly communication.
- As appropriate, coordinates work with the Triangle Research Libraries Network on issues and programs related to scholarly communications.
- Performs other related duties incidental to the work described herein.

Supervisory Responsibilities

- Supervise 1.25 FTE

Qualifications

It is the expectation that all Duke University Libraries staff members will demonstrate exceptional workplace behaviors in the execution of their specific position responsibilities. These behaviors are customer focus, collaboration, creative problem solving, continuous learning and a commitment to diversity.

Education:

Required: ALA-accredited MLS or A.B.A.-accredited J.D, or equivalent combination of relevant academic preparation and experience.

Preferred: ALA-accredited MLS and A.B.A.-accredited J.D.

Experience:

Required: Five years of relevant experience with emphasis on scholarly communication matters in libraries, academia, scientific or scholarly publishing, or other settings; recent demonstrated experience in one or more of the following areas: academic or research library collections, services, and systems, academic information technology, or scientific or scholarly publishing; demonstrated expertise in legal and regulatory issues associated with intellectual property and copyright, particularly as they involve the creation, dissemination, and use of digital information resources; demonstrated ability to represent the interests of a university, based on a demonstrated understanding of the technical, legal, and information policy issues of scholarly communication; excellent oral and written communication skills; excellent interpersonal skills and ability to work well with and to lead faculty, students, and academic administrators; ability to think creatively in developing products and services, such as publications, workshops, conferences, and tools that meet members' needs.

Preferred: At least five years of increasingly responsible administrative experience in collection management and/or technical services or other relevant area in a research library environment; ability to communicate a strong vision of how discipline-based scholarship is changing in response to new technologies and what role libraries can play in meeting the evolving needs of scholars.

Working Conditions

- Must be able to work in an environment in which exposure to materials containing dust and mold is possible
- Normal office environment
- Occasional travel required

These statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

Job Description
Associate University Librarian for Collections and Scholarly Communication

Reporting to the University Librarian, the Associate University Librarian for Collections and Scholarly Communication provides leadership and oversight for the development and management of the University Libraries' collections in all formats. He has administrative oversight of the Libraries' Acquisitions Department and Department of Special Collections. He exercises direct supervisory responsibility over the bibliographers group (including the East Asian librarians), the Collection Analysis Librarian, the Head of the Acquisitions Department, and the Head of Special Collections, and coordinates the collection management work of other selectors in the library system.

He manages the acquisitions budget for information resources. He directs orientation and training for selectors. He coordinates decisions about high-cost acquisitions, oversees the licensing of digital products, and takes a leading role in acquisition of major gifts. He is the primary liaison for consortial activities relating to acquisitions and collection development, primarily within the CIC and among the Regent institutions. He is responsible for promoting the transformation of the system of scholarly communication through advocacy and outreach to UI faculty and administrators and through training and coordination of staff within the Libraries. He participates in the management and administration of the University Libraries as a member of the Libraries' Administrative Group.

MASSACHUSETTS INSTITUTE OF TECHNOLOGY
Program Manager, Scholarly Publishing and Licensing

MIT Libraries
Program Manager, Scholarly Publishing and Licensing
Office of Scholarly Publishing & Licensing, Director's Office

The Program Manager, Scholarly Publishing and Licensing, leads the MIT Libraries' outreach efforts to faculty in support of scholarly publication reform and open access activities at MIT, and acts as the Libraries' chief internal resource for copyright issues and for content licensing policy and negotiations. Reporting to the Associate Director for Information Resources, s/he will:

- oversee the implementation of the MIT Faculty Open Access policy
- provide staff support for the Committee on Intellectual Property (CIP) and the FCLS Open Access Working Group
- design, manage and implement an ongoing program to increase awareness among MIT faculty, researchers and students about scholarly communication issues in the digital environment
- establish and support mechanisms to assist faculty with publishing choices, publishing agreements, and management of intellectual property, including acting as primary support for the MIT Faculty Open Access Policy
- support authors under the NIH Public Access Policy and in complying with other similar funder requirements related to author rights and author agreements
- speak and write about the issues in various MIT forums and publications
- manage scholarly communications and copyright web-sites
- work with library staff on scholarly communication and copyright issues and prepare communication tools they can use with their constituencies
- act as a resource on copyright issues and licensing policy and coordinate activities related to copyright
- manage licensing practice, including license compliance
- negotiate license terms and conditions, coordinating with staff carrying out acquisition and price negotiation processes
- consult and work closely with the Office of General Counsel on contract and copyright issues, acting as a liaison between the Libraries and the OGC for these issues.

[Close Window](#)

Posting Details	
Posting Number:	0815672
Position Title:	Open Rank
Appointment Type:	Faculty - Open Rank
Definitions	
Working Title (if applicable):	Scholarly Communications Officer
Department	University Libraries
Salary Grade	99
Salary:	Negotiable based on qualifications
Work Location:	UNM Main Campus (Abq)
Position Summary:	<p>The University of New Mexico Libraries (UL) has an opening for a Scholarly Communications Officer. Reporting to the Associate Dean for Scholarly Resources, this position is a full-time, 12 month, probationary appointment leading to a tenure decision. The faculty rank and tenure status are negotiable based on qualifications. The annual salary is negotiable based on qualifications and includes full benefits. The anticipated start date is October 15, 2012.</p> <p>Working in a team-oriented and highly electronic environment, the Scholarly Communications Officer will play an important role in an organization that is committed to re-conceiving the academic research library as a key partner in new modes of scholarly communications. The Scholarly Communications Officer will take full advantage of and contribute to the evolution of scholarly publishing practices within the academy, and will provide guidance, policy development, and advocacy on copyright issues, fair use, privacy rights, open access, and other information policy issues to the Office of University Counsel and the University and Library communities.</p> <p>The UL integrates into all we do the UNM values of Excellence, Access with Support to Succeed, Integrity, Diversity, Respectful Relationships, Freedom, and Sustainability. The UL adds to UNM's values: Service, Trust, Collaboration, and Accountability.</p> <p>Primary Duties The Scholarly Communications Officer will be responsible for: assessing faculty and student scholarly communications needs and making recommendations to the Library for providing support; leading the Libraries ejournal publishing initiatives; creating scholarly communications and copyright resources for librarians, faculty, staff, and students at UNM; collaborating with the Office of the University Counsel to provide in-depth guidance for faculty, staff, and students regarding copyright, fair use, author's rights and related legal and policy issues; serving as an advocate for new forms and practices of scholarly communications on campus and in the broader academic community; and conducting workshops and</p>

	<p>seminars on copyright and other legal issues important to the creation and use of scholarly material. The individual in this position will sustain and further develop the Libraries' leadership role in scholarly communications across the UNM campus, in areas including, but not limited to, open access, authors' rights, deposit responsibilities and new forms of information dissemination. The Scholarly Communications Officer will raise awareness among library staff and the entire campus community about emerging trends in scholarly communications and their impact on the University's and Libraries' missions and will, in collaboration with the Office of University Counsel, help develop policies, programs, and practices addressing copyright, open access, and other legal issues in response to them. The Scholarly Communications Officer will contribute to local, regional, and national scholarly communications and copyright discussions and initiatives. The Scholarly Communications Officer will participate in faculty governance meetings and in library management meetings as required. The Scholarly Communications Officer will contribute to Library initiatives that further UNM's commitment to diversity and inclusion. This position may also provide public service support as assigned.</p>
Minimum Qualifications:	<ul style="list-style-type: none"> - Earned Master's degree from an ALA-accredited Library/Information Science program; and - Two year's experience with legal and regulatory issues associated with intellectual property and copyright in an academic setting within the last five years.
Preferred Qualifications:	<ul style="list-style-type: none"> - Earned Juris Doctor degree; - Experience with scholarly communications issues connected to institutional repositories and publishing; - Experience collaborating with faculty and other campus stakeholders; - Experience planning and facilitating workshops and classes; - Demonstrated knowledge of scholarly communications issues within higher education; - Excellent oral and written communication skills; and - Demonstrated ability to work effectively with culturally diverse populations.
Posting Date:	05-15-2012
For Best Consideration:	08-31-2012
Closing Date:	Open Until Filled
Application type required for this position:	Faculty Profile
Additional requirements for this position:	
Required Applicant Documents:	Cover Letter Curriculum Vitae
Optional Applicant Documents:	

Special Instructions to Applicants:	The successful candidate may be asked to provide additional references. Send Questions to: Linda Skye, Search Coordinator at Lskye@unm.edu
Position Type:	Faculty
Appointment End Date	
Posting Type:	Competitive
Position Class URL:	
Posting Department Website:	http://elibrary.unm.edu/
Institutional Commitment:	University of New Mexico is committed to promoting and supporting the diversity of our campuses. UNM is an Affirmative Action/Equal Opportunity Employer.
Exempt/Non-Exempt	Exempt
Quicklink for Posting:	unmjobs.unm.edu/applicants/Central?quickFind=67592

[Close Window](#)

North Carolina State University Libraries

Director, Copyright and Digital Scholarship

Vacancy Announcement

Between the mountains of the Blue Ridge and the shores of the Outer Banks lies North Carolina's Research Triangle of Raleigh, Durham, and Chapel Hill. One of the nation's premier concentrations of academic, corporate, and public research, the area combines moderate year-round temperatures, rolling hills, championship college athletics, and a rich diversity of cultural events. The Triangle consistently ranks high on lists of desirable American communities, including a recent rating by Forbes as the number-one place for business and careers and as one of Money Magazine's Best Big Cities. The North Carolina State University Libraries has been recognized as the first recipient of the Association of College and Research Libraries' Excellence in Academic Libraries Award for its teamwork, innovation, and continuous interaction with students and faculty to further the educational mission of NC State University. A major new science and engineering research library, the James B. Hunt Jr. Library, is under construction and expected to open in 2012/13. It will be the social and intellectual nexus for NC State's Centennial Campus, a research and advanced technology community that includes the colleges of Engineering and Textiles, a variety of science and technology research centers, and more than 130 companies and government agencies.

The NCSU Libraries invites applications and nominations for the position of Director, Copyright and Digital Scholarship to manage its Copyright and Digital Scholarship Center. The Center provides services, resources, and guidance for the university community in matters relating to the creation, dissemination, and use of knowledge. The emphasis is on fostering sustainable models of scholarly communication, providing guidance on copyright in teaching and research, and creating new forms of digital scholarship and access.

Responsibilities

The Director, Copyright and Digital Scholarship leads a dynamic program that engages faculty, staff, and students in initiatives to maximize the dissemination and impact of the university's scholarship and knowledge resources. In this highly visible position, the incumbent provides guidance to the NC State community on scholarly communication matters. The Director serves as a resource on local and national policy to help the university community stay informed and involved with the changing landscape for scholarly work and publication. The incumbent works in close consultation with the university's Office of General Counsel, Copyright Committee, Provost's office, and Distance Education and Learning Technology Applications unit (DELTA). He or she collaborates with colleagues throughout the Libraries, providing leadership for digital scholarship and publishing initiatives, and guidance on fair use and other copyright issues related to library collections and services. He or she participates in library planning and serves on library-wide and university committees, task forces, and teams. NCSU Librarians are expected to be active professionally and to contribute to developments in the field. Reports to the Associate Director for Collections and Scholarly Communication.

Qualifications

Required: ALA-accredited MLS or equivalent advanced degree in a relevant discipline (e.g., J.D.). Relevant professional experience, including experience with scholarly communication and research dissemination. Knowledge of digital publishing and digital repositories as applied to the creation, dissemination, and use of digital information

resources. Demonstrated expertise with relevant legal and regulatory issues associated with intellectual property and copyright. Demonstrated ability to represent the interests of the academy in scholarly communication issues. Knowledge of licensing issues as applied to library collections. Excellent oral and written communication skills; excellent interpersonal skills; and ability to work effectively with faculty, students, and academic administrators. A record of ongoing professional development and contribution. Preferred: ALA-accredited MLS plus J.D. Experience writing proposals and participating in grant activities.

The University and the Libraries

Recognized as one of the nation's leading universities in science and technology, with strong programs in the humanities and social sciences, NC State offers degrees through the Colleges of Agriculture and Life Sciences, Design, Education, Engineering, Humanities and Social Sciences, Management, Natural Resources, Physical and Mathematical Sciences, Textiles, and Veterinary Medicine. As the largest academic institution in the state, NC State enrolls more than 33,000 students and offers doctoral degrees in 61 fields of study. The university is ranked 4th in industry research funding and 9th in total research expenditures among universities without medical schools. With more than 660 active patents, NC State is ranked 9th among U.S. universities in patent production, quality, and strength. NC State is a national leader in networking technologies and a charter member of the North Carolina Networking Initiative (NCNI), an Internet2 initiative with the most advanced operational networking system infrastructure in the nation.

The library system (<http://www.lib.ncsu.edu/>) consists of a central library and branch libraries for design, natural resources, textiles, and veterinary medicine. With a staff of 260+ FTE, the Libraries has more than 4 million volumes in its collection, acquires more than 62,000 print and electronic serials, and has a total annual budget of over \$25 million, with approximately \$9.5 million allocated to collections. The Libraries is the lead server site for NC LIVE (North Carolina Libraries for Virtual Education), a multi-type library initiative, making digital resources accessible to North Carolina residents.

The NCSU Libraries is a member of the Association of Research Libraries, the Digital Library Federation, the Coalition for Networked Information, the Scholarly Publishing and Academic Resources Coalition, the Council for Library and Information Resources, and the Center for Research Libraries. Duke University, the University of North Carolina at Chapel Hill, North Carolina Central University, and North Carolina State University form the Triangle Research Libraries Network (TRLN), with combined resources exceeding 14 million volumes and collections budgets totaling more than \$30 million.

Salary and Benefits

The Libraries offers a highly competitive salary in recognition of applicable education and experience for this position. Librarians have non-tenure track faculty status (without levels of rank). Benefits include: 24 days vacation, 12 days sick leave; State of NC preferred provider medical insurance, and state, TIAA/CREF, or other retirement options. Additional and optional dental, life, disability, deferred compensation, and legal plans are offered. Tuition waiver program for all campuses of The University of North Carolina is available.

**NORTHWESTERN UNIVERSITY LIBRARY
LIBRARIAN POSITION DESCRIPTION**

POSITION: Head, Digital Collections and Scholarly Communications Services

REPORTS TO: Dean of Libraries and Charles Deering McCormick University Librarian
Associate University Librarian for Special Libraries

SUPERVISES: Assistant Head, Digital Collections and Services
Visual Resources Librarian
Outreach and Training Specialist

SUMMARY: Under the general direction of the AUL for Special Libraries, the Head of Digital Collections and Scholarly Communications Services has primary responsibility for the conceptual development and execution of digital library projects and digitization and repository services at Northwestern University Library; and under the general direction of the Dean of Libraries/University Librarian, he/she provides leadership, direction and coordination of the activities and services of scholarly communications programs at Northwestern University Library. The two dimensions of the position are expected to overlap in programmatic, physical and technological ways and thus the two supervisors are expected to be in close communication with the incumbent and each other.

RESPONSIBILITIES: Acts as administrative director of the Center for Scholarly Communication (or the equivalent entity in the Library), coordinates the work of affiliates on specific projects and initiatives, and works closely with Library liaisons, specialists, Digital Collections and Services, and the Scholarly Communications Committee to develop Center programs and referral services. Articulates a vision for the development of all aspects of an effective Scholarly Communications program, including outreach programs and events, internal training and awareness programs for library staff, advising faculty on policy issues including copyright and funder mandates, and promoting relevant open access publishing initiatives. Plays a key leadership role in developing and sustaining services for retention and curation of important digital content from the Northwestern community, including research data, publications, visual and media resources, technical reports, field notes, presentations, and gray literature and other born-digital ephemera of enduring value. Participates in digital publishing, e-science, and digital humanities initiatives and plays a leadership role in development of digital content curation services. Fosters effective relationships with key Library and University partners including but not limited to faculty, academic units, information technologists, the University Press and the Office of Research.

As head of the Digital Collections and Services department, is responsible for management of all aspects of the department, including planning, prioritizing and implementing policy and direction, budget management, and communication with appropriate University faculty, Library staff, vendors, and relevant colleagues in partner research libraries. Is responsible for the conceptual development and execution of special digital library and faculty projects, digitization services for library departments and faculty, the Digital Image Library, and development and support of repository services and affiliated faculty digital projects. Supervises the staff of the Digital Collections Department, including an assistant department head, and directly or indirectly supervises the staff engaged in project management, production, consulting, training and media delivery services to library staff and university faculty; scanning of printed materials using specialized scanners; conversion of analog slide, image, film and other media items to digital formats; and enhancing the content and usability of the Digital Image Library and the digital library repository.

Actively seeks opportunities to leverage the strengths of library staff in extending to the campus digital library services for digital content creation and management, metadata analysis and application, and content licensing and data curation. Fosters and promotes effective communication with all members of the University community concerning the Library's digital initiatives and services. Works closely with NUIT and the Library's Technology Division to shape the content and design of Northwestern's digital library repository and other systems needed to support digital content and collections. Works closely with other departments in the Library and university faculty to assure successful delivery of services and digital collections. Participates in or leads library or university committees. Participates in and leads development of grant and other funding requests. Manages the content, service, and collection policy aspects of Northwestern's digital repository, including the development of criteria for inclusion and relevant copyright and intellectual property safeguards.

Represents Northwestern University Library in forums at the regional, national, and international level—especially those that focus on the development of policy, services and initiatives in areas relating to the above responsibilities. In particular, leads NUL participation in relevant programs of the CIC and the ARL.

QUALIFICATIONS: A Masters degree from an ALA accredited program in library or information science or the equivalent combination of education and relevant library experience required. At least ten years progressively responsible experience in an academic library setting required. Advanced leadership and management skills with demonstrated ability to build partnerships and bring innovative and complex programs and projects to completion. Significant expertise and knowledge of a wide range of standards and practices in intellectual property and copyright law, metadata, digital content and media, and digital library development. Ability to maintain effective working relationships with all levels of the University community and with outside vendors and partners. Excellent communication and interpersonal skills required. Proven ability to promote cooperative efforts among library and other campus units and to foster productive collaborations. Demonstrated flexibility and initiative in a changing environment required. Experience working directly with faculty and students required. Evidence of continuing participation in professional and scholarly activities required. Record of mentoring activities, especially as related to the development of leadership and management skills in librarians and staff, preferred.

Submitted July 1, 2011

POSITION DESCRIPTION

POSITION TITLE:	Scholarly Communication Librarian
INVENTORY NUMBER:	201820
LIBRARY:	Access
Reports to :	Associate University Librarian, Access - 201642

(Titre français: Bibliothécaire responsable de la communication savante)

SUMMARY OF FUNCTIONS:

Reporting to the Associate University Librarian (Access), the incumbent will serve the research and scholarly support needs of the faculty and graduate students through the promotion and provision of web-based publishing and repository services. Current digital initiatives include hosting open-access journals and deployment of an institutional repository (UOttawa Research) for E-Theses and other digital scholarly content created by the campus community.

MAIN ACTIVITIES:

1. Plans and manages all institutional repository activities including the development of a service model that focuses on meeting user needs, faculty outreach, content recruitment and policies and procedures governing the deposit of digital content in uOttawa Research.
2. Provides leadership in meeting the challenges of changing modes of scholarly communication and promotes the effective use of scholarly services and uOttawa Research.
3. Creates opportunities to inform the university community of changes in scholarly communication, open access, institutional repositories and ways in which they can contribute to new and evolving methods for distribution of research results.
4. Monitors and communicates trends in scholarly communication, copyright laws and intellectual property rights.
5. Develops and maintains the Library's scholarly communication web page and assists in the development of web-based information in the repository.
6. Contributes to librarianship by carrying out professional research and/or scholarly work.
7. Performs other related duties as assigned by the Associate University Librarian (Access).

AUTONOMY:

1. Carry out his/her functions under the Associate University Librarian (Access).
2. Exercise full autonomy in the development of the institutional repository.

May 1st, 2009

1

RELATIONS:

1. Communication with the Faculty of Graduate and Postdoctoral Studies, GSAED, Office of V-P Research, faculties and students to promote and expand the use of the institutional repository and other scholarly communication initiatives.
2. Frequent and continuous communication with internal staff: subject specialists, Systems, Collections and Information Resources as well as with colleagues from other academic institutions, associations/organizations.

ESSENTIAL QUALIFICATIONS:

1. A Master's degree in Library and Information Science (M.L.I.S.) from an ALA accredited institution;
2. Four (4) years of professional experience, or fewer, depending on relevance of experience to the position;
3. Knowledge of open access principles, emerging trends in digital scholarly communication, intellectual property issues and Canadian copyright law as it pertains to digital content, acquired through studies or professional experience;
4. Knowledge of the academic research environment, granting agencies and the practices and policies of universities and their libraries;
5. Knowledge of and experience with library technologies and digitization initiatives relevant to academic libraries;
6. Knowledge of project management and of marketing library services;
7. Excellent interpersonal, oral and written communication skills;
8. Bilingual (English and French), written and spoken, including the ability to make presentations in both official languages.

May 1st, 2009

2

UNIVERSITY OF WASHINGTON LIBRARIES

University Libraries

POSITION DESCRIPTION

June 6, 2012

POSITION TITLE: Director, Information Resources and Scholarly Communication

GENERAL DESCRIPTION: Reporting to the Dean of University Libraries, the Director is responsible for overall management and policy guidance in Information Resources, Collections and Scholarly Communication. Provides leadership for the selection, licensing, and management of print and electronic resources. Ensures that the Libraries' information resources programs are coordinated and integrated. Provides leadership in consortial and cooperative activities that include collections and scholarly communication. Responsible for hiring, training and evaluating IRSC personnel; and for contributing to general administrative decision-making and library leadership. Coordinates and manages the resources budget. Works with Libraries Advancement, the Dean and others in the use and development of private funds for collections. Facilitates the transition to integrated and complementary print and digital collections in support of teaching, learning, and research. Develops and promotes sustainable models of scholarly communication. Institutes innovative approaches to collection assessment and management.

SPECIFIC RESPONSIBILITIES AND DUTIES: Defines goals, sets policies and formulates long-range and short-term plans for Information Resources and Scholarly Communication within the framework of the University's and Libraries' current priorities and objectives.

Monitors and shares information related to developments in collection management, collection development, electronic resources, licensing, and the information resources legal environment.

Works within a shared administrative structure to facilitate Libraries collection-building and access functions; develops policies and programs to fulfill user collections and access needs.

Leads, administers, and coordinates collection development activities performed by a decentralized group of subject and collection librarians.

Serves as the Libraries' primary spokesperson regarding collections to faculty, students, and administrators, and forges collaborations with academic departments and programs.

Promotes cooperative collection development and planning within the Libraries and with the Gallagher Law Library.

Represents the collections interests of the Libraries in regional consortia (Greater Western Library Alliance, Orbis Cascade Alliance, Cooperative Library Project, Washington Statewide Database Licensing Project, and others), national forums and international initiatives.

Provides University-wide leadership by working closely with faculty and library colleagues to chart a sustainable future for scholarly communication. Oversees and facilitates the work of the Libraries' Scholarly Communications Committee.

Oversees the work of the Information Resources Council (IRC) and its subgroups.

Oversees allocation and use of the resources budget and collections endowments.

Advocates for and participates in collections-related fund-raising and stewardship.

Supervises the Collection Management Services Department (including the Collection Development Librarian, Electronic Resources Librarian, and Gifts Section).

Collaborates on the development of digital collection-

building initiatives.

Prepares reports for a variety of purposes, including annual collections budget requests, external reviews of departments and programs, and library impact statements concerning new degrees and majors. Works closely with the Director of Assessment and Planning as appropriate.

Participates in overall system-wide planning, policy development, resource allocation, and personnel management as a member of the Libraries' Cabinet and Council.

Fosters professional development of librarians and staff to meet the challenges of a rapidly changing environment.

Undertakes special projects as needed and assigned. Assumes other responsibilities as assigned; performs other duties as required.