

# Position Descriptions

UNIVERSITY OF COLORADO AT BOULDER LIBRARIES  
Scholarly Communications Librarian

**University of Colorado Boulder Libraries**  
**Position Announcement**  
**Scholarly Communications Librarian**

The University of Colorado Boulder Libraries invites applications for the position of Scholarly Communications Librarian. This is a tenure stream position reporting to the Director of Scholarly Resource Development (SRD). The Scholarly Communications librarian plays a significant leadership role in implementing, managing, and promoting the University's institutional repository. This position advocates for new scholarly communication models and partners with campus colleagues to build robust mechanisms for capturing and providing access to the university's intellectual assets. This position provides outreach and consultations on depositing content, publishing options, author rights, copyright, and Open Access. This position will work closely with the Research Data and Metadata librarian, the Scholarly Communications Working Group, subject librarians, and the SRD department to create a sustainable scholarly communications program. The program includes education, training, and the development of tools, guides, web resources, and services. The successful candidate participates in departmental initiatives and may assume subject specialist duties in an area of the candidate's expertise.

The position includes significant responsibilities for research, creative work, and service in keeping with the tenure standards of the University of Colorado Boulder.

**Requirements:**

Please address each of these qualifications in your application materials:

- Master's Degree in Library and Information Science from an ALA-accredited institution or equivalent advanced degree
- 2 years experience working with scholarly communications issues
- Demonstrated knowledge of institutional repository trends and best practices
- Demonstrated knowledge of the scholarly publishing landscape, including legal issues, Open Access, and author rights
- Demonstrated knowledge of copyright issues in an academic library
- Evidence of leadership, initiative, and creativity
- Experience planning and delivering workshops, presentations, or classes
- Demonstrated experience collaborating with faculty and other stakeholders
- Effective oral, written, and interpersonal communication skills
- Excellent analytical, organizational, and time management skills
- Ability to work collaboratively in a team environment
- Potential for research, scholarly work, and professional achievement

**Preferred Qualifications:**

- Experience at an academic library or research institution
- Demonstrated expertise with copyright
- Demonstrated ability to assess services or collections

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- Demonstrated ability to manage and complete projects
- Experience working with institutional repository platforms

**Appointment:**

The successful candidate will be appointed as a full-time (12 month), tenure-stream faculty member. Depending upon professional experience and demonstrated accomplishments in scholarly activity, creative work, and service, appointment may be made at the senior instructor or assistant professor level. Benefits include 22 working days of vacation; 10 paid holidays; liberal sick leave; excellent University group health care plans; group life insurance; a variety of retirement/annuity plans; and support for scholarly/professional activities. Tenured faculty members are eligible for sabbatical leave.

**Application Process:**

Review of applications will begin immediately and continue until the position is filled. It is recommended that applications be submitted by **October 25, 2013** in order to receive full consideration. Application must be made online at <http://www.jobsatcu.com/postings/72357>, and must include a letter of application specifically addressing qualifications for the position; CV or resume; and names with postal addresses, email, and telephone numbers of three references. Questions may be directed to Dylan Wiersma, Search Coordinator, at [Dylan.Wiersma@Colorado.EDU](mailto:Dylan.Wiersma@Colorado.EDU). The full position description can be viewed at <http://ucblibraries.colorado.edu/about/jobScholarlyCommLibrarian.htm>.

The candidate selected for this position must be able to meet eligibility requirements to work in the United States at the time the appointment is scheduled to begin. The University of Colorado is an Equal Opportunity Employer committed to building a diverse workforce. We encourage applications from women, racial and ethnic minorities, individuals with disabilities, and veterans. Alternative formats of this ad can be provided upon request for individuals with disabilities by contacting the ADA Coordinator at [hr-ada@colorado.edu](mailto:hr-ada@colorado.edu). In addition, the University of Colorado is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and, when appropriate, a financial and/or motor vehicle history.

## Scholarly Communications Librarian

THE UNIVERSITY OF IOWA LIBRARIES  
IOWA CITY, IOWA

Position Vacancy

**Scholarly Communications Librarian**  
Expert Librarian (PLB3-5A)

**Position Description:** The University of Iowa Libraries seeks an enthusiastic and forward-thinking professional to guide the library's scholarly communication efforts. Reporting to the Associate University Librarian for Collections and Scholarly Communications, the Scholarly Communications Librarian provides leadership and instruction regarding author rights, copyright, open access publishing, and compliance with public access requirements for federally funded research. This position will be responsible for maintaining awareness of national and international publishing trends, intellectual property rights, copyright and information technologies that affect access to scholarly information. The Scholarly Communications Librarian is expected to work closely with University Librarians, University of Iowa's Office of General Counsel, faculty and staff.

Specific Duties and responsibilities include:

- Lead the Libraries' efforts to develop and promote copyright education programs and copyright best practices among faculty, researchers and students;
- Serve as the University of Iowa Libraries chief resource for copyright and permissions issues;
- Provide advice on e-reserves and open educational resources;
- Consult with faculty, staff, and graduate students about such issues as authors' rights, and fair use;
- Monitor national and international trends in open access and scholarly publishing;
- Provide consultation services for faculty and graduate students about publishing choices, understanding publishing agreements, and rights retention;
- Collaborate with liaisons/selectors involved with collection management and scholarly communication activities in the social sciences, humanities, sciences, and health sciences fields to develop educational materials to increase awareness among University of Iowa faculty, researchers, and students about scholarly communication issues in the digital environment and promote Iowa Research Online;
- Coordinate with the Libraries Digital Scholarship & Publishing Studio to advise faculty about traditional and alternative publishing models;
- Manage the Libraries' and Provost's Office Open Access Fund;
- Lead the Libraries' Scholarly Publishing Team;
- Maintain the Libraries' scholarly communication and copyright guides;
- Engage with national initiatives that shape scholarly communication, such as SPARC or HaithiTrust;
- Develop and manage activities to support Open Access and Fair Use Week.

**Required Qualifications:**

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Scholarly Communications Librarian

<http://www.lib.uiowa.edu/employment/scholarly-communications-librarian/>

- ALA-accredited Master's degree in Library and Information Science or equivalent;
- A minimum of five years professional academic library experience or relevant work experience with evidence of increased responsibilities;
- Evidence of previous scholarly activities including creative works, publications, or presentations;
- Demonstrated ability to lead and initiate campus or library projects;
- Strong organizational skills, flexibility, and the ability to work with cross-functional teams;
- Effective oral and written communication skills and problem-solving ability;
- Demonstrated commitment to diversity in the workplace or community;
- Commitment to professional growth and the ability to engage in an appropriate level of professional activity and service.

### **Desired Qualifications:**

- Two or more years' experience providing guidance on scholarly communication, copyright, intellectual property and fair use issues in research and/or university environments;
- Juris Doctor (J.D.) degree;
- Excellent interpersonal and presentation skills;
- Familiarity with learning and course management systems (i.e., Blackboard, Canvas, or Skillsoft).

### **Universal Competencies:**

#### • **Collaboration and Embracing Diversity**

Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity.

#### • **Positive Impact/Achieving Results**

Ability to utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. Able to demonstrate ethical behavior in diverse situations while producing results.

#### • **Service Excellence/Customer Focus**

Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.

**Salary and appointment:** Appointment will be made at the Expert Librarian level with a salary range of \$47,000 to \$76,000, depending on qualifications and experience. Start date is negotiable. The University of Iowa offers an attractive package of benefits including 24 days of paid vacation per year, your choice between two retirement plans and two University of Iowa health insurance plans, dental insurance, pre-tax child and health care spending accounts, and additional options.

**The University of Iowa Libraries:** The University of Iowa Libraries system consists of the Main Library, the Hardin Library for the Health Sciences and a number of branch libraries. The Libraries has more than 5 million volumes including thousands of electronic resources and coordinates the development and maintenance of the University's locally-created open access digital resources including the Iowa Digital Library, featuring

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close to a million digitized texts, images, and audio and video recordings, as well as Iowa Research Online, our institutional repository. Our Special Collections include over 200,000 rare books, ranging in age from the 15<sup>th</sup> century to newly created artists' books.

Library systems are built on a mix of open source, locally developed, hosted services, and vended applications primarily from Ex Libris, OCLC, and Microsoft. The University of Iowa is a member of the Committee on Institutional Cooperation (CIC), ARL, OCLC, CRL, SPARC, CNI, CLIR, LOCKSS, CLOCKSS, and Portico. The Libraries provides a program of support for professional development activities and its staff members are actively engaged in national cooperative efforts.

**The University and Iowa City:** A major research and teaching institution, the University of Iowa offers internationally recognized programs in a diverse array of academic, medical, and artistic disciplines, from otolaryngology to fiction writing, printmaking to space science, hydraulic engineering to dance. The University consists of a faculty of 2,000 and a permanent staff of 13,000 serving 30,500 students, more than 40% of whom are from out of state and close to 10,000 of whom are registered in graduate and professional degree programs. Approximately 9% of the University's faculty and staff and 10% of its student body are members of minority groups, and 8% of the students are from foreign countries.

The University of Iowa is home to the Writers' Workshop, the oldest graduate creative writing program in the country, and the blueprint for many of the creative writing programs that now thrive on campuses worldwide. It is also home to the International Writing Program where, since 1967, over a thousand writers from more than 120 countries have participated. The University has recently instituted a program in creative writing in Spanish. In 2008, UNESCO designated Iowa City as a world City of Literature.

Iowa City is a community of some 71,000 people (more than 150,000 live in the surrounding area) with excellent educational, recreational, and cultural advantages. It is consistently cited in the national media as a city with an excellent quality of life. The city is readily accessible via interstate highways and a major airport is only 30 minutes away. The community is growing in its diversity; within the Iowa City Community School District, 35.4% of the students are minority, with 19.8% identifying as Black, 8.4% as Hispanic, 6.7% as Asian/Pacific Islander, and .3% as Native American during the 2014/15 school year.

**Application Procedure:** To apply for this position, please visit the University of Iowa Jobs@UIOWA website at <https://jobs.uiowa.edu/pands/view/67101>. Applications must be received by Friday, September 4, 2015.

*The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.*

For more information about the University of Iowa Libraries, please see <http://www.lib.uiowa.edu/>

For more information about the University of Iowa and community, please see [https://jobs.uiowa.edu/why\\_ui/index.php](https://jobs.uiowa.edu/why_ui/index.php)

Erin Jerome

**UNIVERSITY OF MASSACHUSETTS  
CAMPUS: Amherst**

**JOB DESCRIPTION**

*OFFICIAL TITLE:* This is the official title of the position.

Librarian I or II

*FUNCTIONAL TITLE:* This is the in-house title by which the position may be known. A functional title is usually a more descriptive title than the official title and may be required to identify very specific kinds of work. This title may be used in signing all correspondence.

Open Access and Institutional Repository Librarian

*GENERAL STATEMENT OF DUTIES:* Please provide a brief overview of the general functions of this position. Specific details of duties should be reserved for the Examples of Duties section.)

The Open Access and Institutional Repository Librarian is focused on the management, promotion, and support of the University of Massachusetts' digital repository, ScholarWorks @UMass Amherst, working closely with library staff to leverage the full range of expertise and resources in the digital repository service. This position will provide support for the administration of the UMass Amherst open access initiatives and manage communications and publicity regarding open access and scholarly communication in partnership with the W.E.B. Du Bois Library's Development and Communication Department.

*SUPERVISION RECEIVED:* Please indicate the title, but not the name, of the administrative employee or employees responsible for supervision or direction of work; describe the divergent extents of authority of each, indicating the degree, priorities, and relationships of the supervision or direction, which could range from close supervision to supervision with considerable freedom.

Report to Scholarly Communication and Special Initiatives Librarian. Exercise a high degree of independent judgment in performance of tasks.

*SUPERVISION EXERCISED:* Using descriptive non-numerical terms, identify the scope of supervision, training or direction exercised (i.e., whether the supervision is over a few employees, a small number of employees, a large number of employees, etc.); also, describe the degree of supervision, indicating whether close supervision or general direction is involved, and categorize the physical conditions under which the supervision is given, such as in a laboratory or an office. Supervision of student employees should not be included in this section, but may be listed under Examples of Duties, if applicable.

Hire, supervise, and evaluate student assistant employees.

*EXAMPLES OF DUTIES:* Please list and briefly describe several of the duties and responsibilities typically performed and assumed in this position. This list should not be restrictive but should be descriptive in such a manner as to provide concrete information representing examples of the actual work as well as the level of responsibility for the work being performed.

1. Direct the operations of the University's institutional repository, ScholarWorks @ UMass Amherst, a Digital Commons repository.
2. Provide the Library and University faculty and staff with information, training, and assistance in depositing materials into the institutional repository.
3. Monitor training and support needs for all staff in the Library as required in the changing environment of the institutional repository. Oversee accurate and timely availability of documentation for all procedures and processes.
4. Provide support for the administration of the UMass Amherst Open Access recommendation.
5. Manage communications and publicity regarding open access and scholarly communication in partnership with the University Library's Development and Communications Department. Maintain the scholarly communication web

## UNIVERSITY OF MASSACHUSETTS AMHERST LIBRARIES

### Open Access and Institutional Repository Librarian

pages and develop additional resources as needed.

6. Develop and maintain strong partnerships within the Library and across the campus.
7. Maintain current knowledge of trends and best practices as they impact academic libraries.
8. Provide statistical reporting about the use of ScholarWorks and Selected Works to faculty authors and create analytical reports for departments, schools, and other library and campus administrative groups.
9. Participate in the Libraries' assessment program by collecting, maintaining, and analyzing collection usage statistics for monthly reports as needed. Ensure transparency in sharing collection assessment activities to support data-driven decisions.
10. Work creatively, collaboratively, and effectively to promote teamwork, diversity, equality, and inclusiveness within the UMass Amherst Libraries and the campus.
11. Participate in library-wide preservation activities.
12. May be asked to represent the Libraries on Five College committees, Boston Library Consortium committees, or other selected professional meetings and conferences. Serve on internal library committees as needed.
13. Demonstrate capacity, skill and willingness to engage students and contribute to student success.
14. Perform related duties as assigned or required to meet Department, Executive Area/Division, and University goals and objectives.
15. Perform other related duties as assigned in support of the mission and goals of the Library and the department.

*QUALIFICATIONS: Please indicate in a general way the knowledge, abilities, skills, education and experience necessary for any individual to assume this position. It is not the objective of this section to list any one person's specific personal traits and training. It is important to indicate, also, what degree of competence would be required (i.e., considerable education, extensive experience, working knowledge, etc.) to perform the duties and assume the responsibilities typical of this position.*

**Required:**

1. Master's degree in library science, or equivalent degree, from a program accredited by the American Library Association, or its appropriate equivalent in librarianship from another country, or have appropriate equivalent experience.
2. Demonstrated ability to establish work priorities, set performance expectations, achieve goals, and direct work in a high-production, rapidly evolving setting in alignment with the strategic goals of the Library and the University.
3. Excellent interpersonal, written, and oral skills, including presentation and teaching skills.
4. Ability to work both independently and collaboratively in a collegial, team-based environment and maintain positive working relationships.
5. Knowledge of current trends, legal issues, and best practices in copyright and open access and other areas of scholarly communication as they relate to institutional repositories. Ability to effectively communicate these issues to faculty, library staff and other members of the University community.
6. Demonstrated understanding of digital library standards and practices, data standards, and standards for media content, metadata, controlled authorities, and user experience.
7. Ability to use technology in creative ways to solve problems and/or facilitate workflow.
8. Demonstrated ability to work creatively, collaboratively, and effectively and to promote teamwork, diversity, equality, and inclusiveness within the UMass Amherst Libraries and the campus.
9. Understanding, appreciation of, and experience with the goals of higher education.
10. Contributes toward creating a positive and respectful workplace defined by personal and professional competence, integrity and collaboration.
11. Understands responsibilities with respect to conflicts of interest and behaves in ways consistent both with law and with University policy.





**Scholarly Communication**  
Virginia Tech Libraries  
560 Drillfield Drive  
Blacksburg, Virginia 24061  
[scholar.lib.vt.edu](mailto:scholar.lib.vt.edu)

**TITLE: Director, Scholarly Communication**

RANK: A/P Faculty, Continued-Appointment Track

DEPARTMENT: Scholarly Communication, Research & Informatics

**RESPONSIBILITIES:**

Reports to the Associate Dean for Research & Informatics

The Director, Scholarly Communication, collaborates with colleagues in the Libraries and throughout the university to lead scholarly communication services and activities, including publishing services and scholarly communication literacy and consulting initiatives.

70% Provides leadership, sets priorities, assigns responsibilities and directs activities associated with publishing services and scholarly communication literacy activities and consulting services. Directs services and operations in the scholarly communication unit that address campus scholarly communication related needs, including, but not limited to, publishing services, author rights, copyright, open access, open knowledge, open educational resources, and article level metrics (altmetrics). Supervises scholarly communication faculty and staff and leads teams and cross-departmental working groups. Directs the library's publishing services (including evaluating user satisfaction and coordinating user support) and manages operations for the Open Access Subvention Fund. Collaborates with other directors to advance digital curation services.

20% Consults with researchers on scholarly communication and rights issues. Supports liaison librarians and guides library faculty and staff assisting researchers with rights and scholarly communication issues.

10% Maintains current awareness in the library profession and related fields. Serves actively on appropriate departmental, library, university and professional committees. Provides quality services in a professional manner with demonstrated commitment to team efforts, service excellence and diversity and inclusion. Performs other duties as assigned.

*Invent the Future*

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY  
*An equal opportunity, affirmative action institution*