

## Position Descriptions

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**THE UNIVERSITY OF MANITOBA LIBRARIES**

Position Incumbent: Mayu Ishida

Position Title: Research Services Librarian

Department: Services to Libraries

Date: May 20, 2014

A: Role and Objectives of the Unit:

The Services to Libraries Units, Discovery & Delivery Services and Collections & External Relations, provide support to the unit libraries, including collections management, technical services, digital services, document delivery, circulation policy, usability/assessment, and library systems.

B. Functions:

The Research Services Librarian is responsible for supporting the Libraries' contribution to two University-wide functions: scholarly communication and data management services.

- Develops a strategy for the Libraries to support the data management needs of the University of Manitoba faculty and students.
- Develops a strategy for the Libraries to support the scholarly communication needs of the University of Manitoba faculty and students.
- Administers the Libraries' Open Access Authors' Fund.
- Actively participates in library and university-wide initiatives, committees, and task forces to develop and design sustainable infrastructure, technology and services to support research data management, curation, and access throughout all of the research and data lifecycles stages.
- Chairs the Institutional Repository Working Group and oversees activities regarding MSpace.
- Partners with others in UML, campus units, and at other universities on research data management and scholarly communication initiatives that support researcher needs in evolving research and scholarly environments.
- Collaborates with liaison librarians to assist faculty, graduate students, academic units, and research centres in understanding author rights and in making their research outputs openly accessible through MSpace or other open platforms or through support of gold open access publishing.
- Collaborates with liaison librarians to assist faculty, graduate students, academic units, and research centres in describing, preserving and making research data available and

accessible to appropriate audiences, and in writing data management plans, identifying appropriate venues and repositories for data.

- Provides support in the discovery, use, and management of locally created research data and data available through disciplinary-specific open repositories.
- Leads and participates in the development of research data management and scholarly communication training programs for faculty, staff and students.
- Collaborates with Liaison Librarians, members of the Libraries' Technical Services team, and Collection Management to implement appropriate metadata schemas, standards, and domain specifications for research data collections and other scholarly resources.
- Keeps up-to-date on new data and metadata requirements, practices and standards adopted by government agencies and domain groups.
- Consults with the Technical Services team on the use of new metadata schemas, discipline-based ontologies, and other meta-systems to manage and enable the discovery of digital resources.
- Participates in development and planning for the University of Manitoba Libraries
- Engages in an active program of scholarship and research.
- Serves on Libraries and University committees.

C. Evaluation Criteria:

The evaluation will be based on the incumbent's professional performance; research, scholarly activity and creative works; professional service; and professional development, in accordance with *Academic Librarians Performance Review and Development Guidelines*.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

MIT Libraries

Program Manager, Scholarly Publishing, Copyright, and Licensing  
Office of Scholarly Publishing, Copyright & 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, including overseeing the work of staff depositing papers under the 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 the primary resource on copyright issues and licensing policy and coordinate activities related to copyright; provide outreach to the MIT community about copyright in relation to publishing, author rights, education, teaching and scholarship, including offering consultations on applying fair use.
- 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.

## North Carolina State University Libraries Vacancy Announcement

### Director, Copyright and Digital Scholarship

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 9<sup>th</sup> in total research expenditures among universities without medical schools. With more than 660 active patents, NC state is ranked 9<sup>th</sup> 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 host 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. More benefits information is available at <http://www7.acs.ncsu.edu/hr/benefits/>

#### **Application process and schedule**

**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 Library Technology

**SUPERVISES:** Assistant Head, Digital Collections  
Visual Resources Librarian  
Outreach and Training Specialist  
Digital Scholarship Library Fellow

**SUMMARY:** Under the general direction of the AUL for Library Technology, 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 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

Updated February 21, 2013