

QUEEN'S UNIVERSITY LIBRARY POSITION GUIDE

Position Title: Copyright Librarian
Unit/Library: Digital Initiatives & Open Scholarship
Term: Initial Continuing-Track Appointment
Date: September 2022

Description:

Located at Queen's University in Kingston, reporting to the Head, Digital Initiatives & Open Scholarship within Queen's University Library (QUL) and working closely with Queen's Legal Counsel, the Copyright Librarian is an Initial Continuing Track position. With the goal of helping the Queen's community understand and navigate copyright and related legal systems so that they can more effectively teach, research, and disseminate their work, the Copyright Librarian supports faculty and students across campus with questions and issues related to copyright in higher education and scholarly communication. The incumbent is actively engaged in the collaborative development of online learning environments and scholarly communications services and in fostering an academic environment that is more open, equitable, and sustainable. The Copyright Librarian develops and coordinates the University's Copyright Advisory Office and, working closely with key stakeholders, provides leadership in the University's due diligence regarding compliance with copyright law and in the development, coordination, and implementation of policies and practices relating to the application of copyright law as it applies at Queen's University. Core activities include providing leadership and coordination for staff engaged in the work of copyright clearance and teaching the campus community about how copyright affects their work (e.g., offering one-on-one and group consultations with faculty, students and other researchers and creating resources such as webpage, videos, guides, and other similar resources to help educate and answer questions).

The position encompasses the full range of academic responsibilities as outlined in section 15.1.1 of the [QUFA Collective Agreement](#).

Duties:

The incumbent will:

- Copyright Advisory Office
 - Within the structure of Queen's University Library, develop and manage the services of the Queen's Copyright Advisory Office, serving as a resource and advisor at the University on the application of copyright law to learning, teaching, research, and scholarly communication, including working with Queen's Legal Counsel
 - Works closely with the Reserves Coordinator and the eReserves and Copyright Technician to plan and co-ordinate priorities and workflows for course reserves. Oversees copyright management within Course Reserves.
 - Consulting with key stakeholders to coordinate the drafting or updating of university policies based on legal, academic, user, and creator requirements, including (co)leading the University's Copyright Advisory Group
 - Collaborate with and advise staff, librarians, archivists, faculty members, and administrators at the university on issues and questions involving copyright, including:

- Decisions on whether proposed copying is acceptable under fair dealing or other legal provisions
 - Seeking permission from copyright holders
 - Protection of university copyrights and referrals of requests for permission to appropriate university copyright holders
 - Faculty and student options as authors in managing their copyrighted work with publishers
 - Library purchasing decisions in relation to materials requested for copyright clearance
 - Prepare grant and funding proposals to extend copyright supports
- Engagement and Outreach
 - Raise awareness and educate faculty, staff, and students at the University about copyright through the creation and ongoing development and delivery of Course Reserves and course management tools, information, databases, publications, training programs, meetings, and other forms of engagement
 - Evaluate the impact of programs and services supporting the application of copyright policies and tools (e.g., reserves and course management tools) to learning, teaching, research, and scholarly communication at the University
 - Collaborate in the development of online learning environments and scholarly communications services at the University, taking a leadership role in ensuring the legality and accessibility of information resources
 - Consult and facilitate dialogue across the university and externally on issues relating to copyright and its application in the academy, developing collaborative relationships with similar copyright positions at other universities, and participating in national and international forums, conferences, and publications on copyright topics
 - Create and maintain resources on copyright and related legal issues including in print materials, websites, LibGuides, and various social media outlets.
- Best and Leading Practices
 - Continuously survey best and leading practices in copyright compliance and higher education to mitigate liability and support access to knowledge
 - Participate in academic and/or professional development, and service to the university, profession, or community, as outlined in the Queen's University –QUFA collective agreement
 - Monitor legislative development and legal opinions involving copyright and its application in the university environment and in scholarly communication
- Library Operations
 - Leads Copyright Advisory Office team of technicians (currently 1 FTE), with supervisory duties including assessing training and development needs, performance management, and ensuring appropriate related supports are in place
 - Identify, plan, prioritize, and manage the work of employees, providing strategic and tactical advice, guidance, and coaching
 - Contribute to a culture in the library where diversity, equity, and inclusion are valued and promoted

Some travel may be required.

Qualifications:

Required:

- An ALA (American Library Association) accredited M.L.S./M.L.I.S. degree or equivalent degree
- Proven experience with copyright legislation and jurisprudence, legislative developments, and issues related to higher education and the academy
- Excellent interpersonal, organizational, oral, and written communication skills
- Initiative, judgment, and the ability to work independently
- Tact and competence in approach to both academic and administrative matters and in a complex organizational environment with diverse stakeholders
- Strong ability to influence others through non-authoritative leadership skills
- Demonstrated commitment to diversity, equity, and inclusion and/or experience working with diverse populations of users
- Excellent organizational and project management skills, including the ability to initiate, organize, and follow through on priorities; work independently and as part of a team; take responsibility for following up on unresolved issues; and develop and deploy appropriate communications
- Advanced analytical and problem-solving skills and clear drive to tackle complex issues and bring them to successful conclusion
- Strong skills with standard Microsoft Office tools and understanding of software solutions in a library environment, such as online learning tools, reserves and course management systems and the interrelationship between them, integrated library systems, tools for managing electronic reserves, and digital asset management solutions
- Demonstrated supervisory skills to oversee and develop a team, and experience in training and staff development
- Ability to embrace change, think creatively, and work independently, with appropriate consultation and risk assessment and management

Preferred:

- Comprehensive understanding of the scholarly publishing environment
- Previous experience in an academic environment
- Demonstrated high quality research and/or professional development activities
- Understanding of the organization of legal information sources