

ual:

Job description and person specification

Copyright Librarian

Job description

Job title	Copyright Librarian
College/Exec Group	Education and Students
Department/Team	Library Services
Accountable to	Discovery Manager (Resources & Communications)
Contract	Permanent
Term	35 hours per week, 52 weeks per year
Grade	Grade 4
Salary	£ 40,199 - £49,072 Per annum
Location	Hybrid – LCC Elephant and Castle/Home - There are some working from home opportunities available with this role
Job family	Professional & Administrative
HERA reference	001259

Purpose of the role

To contribute to the development, delivery and exploitation of high quality, customer-focussed library services of University of the Arts London (UAL), by providing copyright advice and support to Library & Student Support staff and the academic community. This will include ensuring that we are exploiting licences and exceptions in relation to learning, teaching (including online courses) and research and providing policy and guidance as well as a point of referral for queries relating to copyright issues.

Key duties and responsibilities

Copyright

- Produce and maintain documentation, management information and statistics for internal and external purposes.
- Advise relevant groups, activities and projects and represent Library Services at internal and external meetings as required.
- Maintain an in-depth understanding of relevant legislation and copyright exceptions, and how these apply to higher education. This will include copyright, educational exceptions, scholarly licensing and an understanding of risk-based decision making

to ensure advice is appropriately disseminated to staff and students.

- Develop and lead on the implementation of copyright strategy for the library service, and the associated provision of copyright and licensing advice to academic and professional colleagues, including for the UAL programme of online courses and international partnership activity where additional restrictions may apply.
- Support best practice in the use of copyright materials for educational purposes and compliance with the terms of the Copyright Licensing Agency (CLA) within digital learning platforms. Act as the CLA Licence Coordinator.
- Have a good understanding of other university-wide copyright licence agreements (e.g. Educational Recording Agency, NLA Media Access) and how they are applied in higher education.
- Have an understanding of copyright in relation to access and inclusion, in particular exceptions which apply to students with print and other disabilities, providing advice and guidance as required.
- Act as a point of expertise in relation to e-resource licensing, as a referral point for statements/clauses related to copyright in these agreements, providing advice and guidance as required including how licence terms impact different categories of users (for example alumni, overseas students).
- Provide training for staff across Library Services' teams to support copyright. Act as the escalation point for queries from colleagues, develop the skills and confidence of others and establish a community of practice.
- Actively contribute to improving copyright compliance across the University by developing and maintaining relationships and liaison with relevant internal and external stakeholders to help ensure that good practice in relation to copyright is understood and adopted throughout the university.
- Provide information, tools, and advice to support copyright education to students and researchers as appropriate to their discipline, through liaison with academic staff and working alongside colleagues who deliver information and digital literacy sessions.
- Support Archives colleagues with copyright clearance activity related to digitisation projects.
- Engage with peer networks to ensure the copyright and licensing activity aligns with good practice across the sector and keep up to date with the latest practices.

Management responsibilities

- Line manage and supervise any specified staff, administer specified budgets.

- Act as onsite manager for the Resources and Systems Team, on designated days and additionally as required.

Key working relationships

- Library Services managers
- Library Services colleagues, including Archives and Scholarly Communications staff
- UAL Academic staff
- Resource suppliers and agents
- Licensing Agency staff
- External networks

General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the university.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy, ensuring equality, diversity and inclusion in your work to fulfil the University's obligations under the Equality Act.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning and Review Conversations (PRC) scheme and staff development opportunities.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Contribute to the University's Climate Action Plan and Social Purpose Strategy which sets out our principles, commitments and goals towards climate justice and our socio-environmental purpose.

Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

Experience, knowledge and qualifications

We are looking for someone with a Level 6 (degree level) qualification and/or relevant library qualifications and experience in supervision or management of staff, along with an understanding of copyright in relation to teaching and research in Higher Education.

Communication skills

- Communicates effectively orally, in writing and/or using visual media.

Leadership and management

- Motivates and leads a team effectively, setting clear objectives to manage performance.

Planning and managing resources

- Plans, prioritises and organises work to achieve objectives on time.

Teamwork

- Works collaboratively in a team or with different professional groups, ensuring the principles of equality, diversity and inclusion are upheld.

Student experience or customer service

- Builds and maintains positive relationships with students or customers.

Creativity, innovation and problem-solving

- Uses initiative or creativity to resolve day-to-day problems.