

ual:

Job description and person specification

Subscriptions, Copyright and Licencing Librarian

Job description

Job title	Subscriptions, Copyright and Licensing 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 the University of the Arts London (UAL), by managing the department's print and e-subscriptions to serials and managing information related to the licensing of resources. The postholder will also manage the University's annual return to the Copyright Licensing Authority (CLA), and provide advice and support to Library & Student Support staff and the academic community.

Key duties and responsibilities

Serials subscriptions

- Manage the Library Services subscription accounts for the supply of print and e-serials, maintaining an effective relationship with agents and suppliers as the main point of contact.
- Support the ongoing diversity, selection, archiving and disposal of e and print serials, according to Library Services policy and in liaison with staff who have stock selection responsibility.
- Advise and assist in ensuring licensing information is recorded and applied and develop licencing information to support changing access requirements (walk-in users, international partnerships, alumni and other categories) with other Resources & Systems staff.

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- Lead on the promotion and use of print and e-journals
- Contribute to the routine work of the e-information team, including enquiry handling.

Copyright licensing

- Manage, monitor and further develop systems to log digitisation notices and compile the CLA annual return due at the end of each academic year, either manually or through the Digital Content Store.
- Deliver training sessions for Library Services and other staff as required and maintain materials to communicate and promote the use of the CLA licence.
- Keep up to date with developments associated with copyright law as relevant to the post (licenses and fair dealing as well as with developments related to teaching and learning resources) and advise Library Services and other staff as appropriate.
- Co-ordinate document delivery licences such as EHESS (Enhanced Higher Education Supply Service).

Management responsibilities

- Line manage and supervise designated staff.
- Manage the designated budgets, reporting as required to the Discovery Manager (Resources & Communication) and the Resources and Systems Manager.
- 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.

Key working relationships

- Discovery Manager (Resources & Communication)
- Resources & Systems Manager
- Open Research Manager
- Resources & Systems staff
- Resource suppliers and agents
- Library Services Finance Team
- Course Teams and e-learning teams across the University
- Copyright Licensing Agency staff
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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

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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 e-resource management in Higher Education, awareness of the role of copyright licencing schemes operating in UK Higher Education, the administration or management of budgets and financial processes in a Library or similar environment as well as strong IT skills, in particular Excel.

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.