

Copyright and Licensing Specialist - 58685

Job Summary

Library Services, a division of Academic Services, supports the information resources and service needs of staff and students undertaking high quality research, learning and teaching at the University. With the opening of a new state of the art Library on the Edgbaston campus in September 2016, Library services operates from six site libraries across the local region.

Library Services is comprised of three broad areas; Library Academic Engagement; Library Customer Support and Collection Management and Development. The Collection Management and Development division, within which this role will sit, manages access to a substantial collection of information resources in a range of different formats. A significant and growing proportion of that collection is delivered electronically with access and use of the content controlled by licence agreements. E-resource licensing is a complex area and compliance is essential.

In September 2018 the University will open a campus in Dubai and access to e-resources will be central to Library Services offering. In preparation for that, all licences held by Library Services need to be reviewed to ensure the appropriate permissions are in place that grant access to resources by students and staff based in Dubai.

This new, fixed term post will play a key role in support of that work to ensure the university continues to meet its obligation in respect to the licences. Working closely with the Collection Development teams and the Head of Copyright and Licensing, the post holder will undertake a vital role in exploring and determining licence coverage as it applies to users engaged on transnational educational programmes (TNE). The role involves analysing and assessing licence arrangements for electronic content (e-books and e-journals mainly) across all subject areas taught by the University for educational and research purposes ensuring the licence terms are recorded in an accurate and timely manner. Awareness of e-resource licensing practice and copyright will be a central part of this role, as will an understanding on the Higher Educational context.

Working with the Head of Copyright and Licensing the post holder will also engage with other core licensing related activities such as the Copyright Licensing Agency (CLA) Higher Education licence compliance monitoring within the Library's Digitisation Service. The post holder will support other teams engaged in licence related activity where necessary, for example supporting the Digital Assets Team on Open Access (OA) and ensuring academic publications released under OA terms are correctly deposited and recorded on UBIRA using systems such as PURE or e-Papers.

Main Duties

E-resource licence administration and review:

- To digitise and maintain a repository for licences and other key technical information to facilitate management of the Library's e-resources;
- To review and evaluate new and existing e-resource licences prior to renewal or purchase to ensure terms and conditions are fit for purpose;
- To identify issues or concerns with licence terms and conditions, liaising with publishers and vendors to resolve the majority of queries but may escalate the more complex queries to the Head of Copyright and Licensing;

We welcome flexible and part-time working, offer a generous maternity package (subject to qualifying periods of service) and have on-campus childcare facilities.

- To record, track and prioritise licences to facilitate renewal and negotiation in respect of licence extensions and addendums to support TNE activity;
- To act as initial point of contact for queries relating to e-resource licences from colleagues in Library Services and across the University, escalating more complex queries to the Head of Copyright and Licensing;
- To work collaboratively with colleagues in Collection Development teams to ensure all licences are received promptly prior to renewal or purchase.

CLA licence administration and support:

- To support the Library's Digitisation Service to ensure requested digitisations are compliant with the terms of the CLA licence and the 'Overseas Campus Based Students' pilot licence;
- To work with the Digitisation Service and other colleagues to identify where the CLA licence might be used to complement other e-resource licences;
- To act as initial point of contact for queries relating to the CLA licence, escalating complex issues to the Head of Copyright and Licensing and liaising with Library Services colleagues and academic staff on CLA compliance issues;
- In collaboration with the Head of Copyright and Licensing, to administer monthly and annual reports to ensure timely and accurate information is submitted to the CLA in line with licence terms and conditions.

Other administration and support:

- To work collaboratively with colleagues in the Digital Assets Team to ensure that University outputs are correctly licensed;
- Being committed to continuing professional development e.g. by participating in appropriate professional groups;
- Undertaking such other duties and projects as may be required from time to time in furtherance of the work of Library Services.

Person Specification

Knowledge:

- Extensive knowledge and understanding of e-resource licences and their standard clauses, particularly around users and permitted use in an educational setting;
- In-depth knowledge and understanding of the issues associated with licensing e-resources and of copyright law, particularly its application to a higher education setting;
- Knowledge of a range of information sources, including how they are used by students, lecturers and researchers, and how they are set up in a higher education setting;
- Awareness of legislative issues that impact on higher education and libraries;
- Excellent working knowledge of Microsoft Office applications.

Skills:

- Ability to diagnose and resolve problems, suggest solutions and provide advice within their area of expertise, whilst having regard to the interests of Library Services and the wider University;

We welcome flexible and part-time working, offer a generous maternity package (subject to qualifying periods of service) and have on-campus childcare facilities.

- Ability to understand and interpret licences and contractual documents;
- Ability to prioritise and schedule workloads in the face of conflicting demands, both individually and in a team environment;
- Ability to work in a team environment;
- Excellent attention to detail and accuracy;
- Excellent communication and interpersonal skills;
- Ability to establish and maintain constructive working relationships with colleagues across Library Services, with academic staff and with suppliers;
- Demonstrable proactive positive service attitude;
- Ability to explain complex concepts in a non-technical way to a range of audiences.

Qualifications:

- Formal education to degree level, or equivalent experience.
- A recognised qualification in librarianship or information science or equivalent level of experience in a library environment, or a recognised legal qualification or equivalent level of experience in a legal environment.

Experience:

- Extensive practical experience of working with electronic information resource licences and other legal documents;
- Significant experience of working in an appropriate library, information, publishing or legal contracts environment, with at least some of it having been gained in the further or higher education sector.

We welcome flexible and part-time working, offer a generous maternity package (subject to qualifying periods of service) and have on-campus childcare facilities.