

# Job Description



## 1. Job Details:

<b>Job Title:</b>	Copyright and Licensing Librarian	<b>Reports to:</b>	Head of Library Acquisitions
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## 2. Job Purpose:

To provide leadership and expertise in matters of copyright, licensing, and other intellectual property issues.

## 3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

<b>Annual Operating Budget/Project Budget/Sales Revenue:</b>	
<b>Number of Staff Supervised:</b>	<b>Direct Reports:</b>
	<b>Contractor/Others:</b>

## 4. Key Result Areas:

### KEY RESULT AREAS

- Maintain library intellectual property policies and procedures
- Advise on intellectual property issues relating to library collections, services, and digital projects
- Review contracts and agreements to identify copyright, licensing and intellectual property issues
- Internally, review documents and provide legal advice; serve as primary resource for fair use and other copyright issues
- Educate users and staff on copyright, licensing, fair use, and other intellectual property issues through workshops, websites, consultations, etc.
- Work with staff throughout QNL to develop policy frameworks that facilitate digital initiatives and resource acquisition
- Monitor legislative developments affecting copyright and other intellectual property matters
- Serve on library committees as assigned
- Participate in professional associations and professional activities as required in order to keep abreast of developments in areas of responsibility
- Other tasks as assigned

## 5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements. Regularly-scheduled evening and weekend work will be required.

## 6. Communications and Working Relationships:

- Supervisor – contact as needed to provide advice on the development and implementation of copyright and licensing policies
- Head of Cataloguing and Electronic Resources Librarian – contact as needed to advise on copyright & licensing applications and guidelines
- Document Delivery Officer(s) – contact as needed to supervise the application of appropriate library policy

- Library Information Technology – contact as needed to provide advice on IT-related issues
- Public Services teams – contact as needed to provide advice on resource restrictions involving legal issues
- External library media and electronic resource vendors – contact as needed to review licensing agreements

### **7. Problem Solving & Complexity:**

- Evaluates different options when solving problems
- Refrains from jumping to conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

### **8. Decision-Making Authority & Responsibility:**

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight

### **9. Minimum Knowledge, Skills & Experience:**

- Bachelor's degree in Law, Legal Studies or equivalent related degree; ALA accredited MLS or MLIS equivalent preferred
- 2-5 years of relevant full-time work experience; work in a library environment preferred
- Excellent knowledge of copyright, licensing, and other intellectual property issues
- Recent experience with or knowledge of digital resources, licensing and other contract issues
- Current knowledge of trends in the commercial and scholarly publishing industries
- Familiarity with new and traditional modes of communication
- Excellent organizational, communication, and interpersonal skills
- Excellent Arabic and English language skills, with the ability to draft / edit a variety of written reports and communications and articulate ideas clearly and concisely