

Job Description

Job Title:	Copyright and Publishing Specialist
Department:	Library
Reports To:	Copyright and Licensing Librarian
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	April 2022

Primary Purpose

The Copyright & Publishing Specialist will report to the Copyright & Licensing Librarian, and support Collection Development and Digital Initiatives staff with providing service to the University community related to copyright and publishing work. The Copyright & Publishing specialist provides high quality service and important information to stakeholders across campus as they navigate copyright, licensing, and publishing issues related to teaching and research.

Key Accountabilities

Customer Service and Communication

- Serves as a point of contact for helping faculty, staff, and students understand and meet copyright compliance requirements per appropriate legislation, contracts, and policies, including the application of these policies in digital repositories
- Acts as point of contact for digital repository and related systems (i.e. UWSpace, Waterloo Digital Library, Open Journal Systems) in the absence of the Digital Repositories Librarian and/or the Copyright and Licensing Librarian
- Answers, monitors and triages copyright and licensing, and publishing questions
- assist the digital repositories librarian to answer and/or triage questions and technical issues related to relevant platforms (i.e. OJS, UWSpace)

Education and Training

- Contributes to maintenance of relevant website and related online information
- Assists with Open Access and Open Educational Resource initiatives
- Supports the creation and execution of educational webinars and workshops
- Documents relevant procedures and processes

Digital Repository and Publishing

- Systematically reviews and identifies Waterloo research eligible for deposit into the digital repository
- Reviews and mediates individual and bulk deposits made to the digital repository for metadata accuracy and copyright compliance
- Applies knowledge of the funder policies on open access as required

Collaboration and Relationship Management

- Works closely with members of primary Departments, Collection Development and Digital Initiatives
- Provides recommendations for digital publishing and copyright as appropriate
- Communicates effectively with students, staff and faculty to enhance relationships and knowledge of copyright and open access issues
- Participates in departmental reviews, working groups and other library wide committees as appropriate

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**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education <ul style="list-style-type: none">• Library and Information Technician Diploma/Post-secondary/Bachelor's degree or equivalent in education/experience
Experience <ul style="list-style-type: none">• Experience working effectively in a service-oriented environment• Experience with detail-oriented processes, requiring an exceptional degree of accuracy and organization• Experience with MS Office products, especially Excel, and Adobe Acrobat• Experience navigating databases, data entry, and data manipulation• Experience evaluating and resolving technical and information policy problems, analytically and critically
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Strong communication skills and the ability to develop constructive working relationships with a range of individuals and groups at various levels within the organization• Ability to distill and communicate complex topics and technical issues to individuals of varying technical literacy• Ability to document workflows and processes• Demonstrated ability to quickly learn and work with increasingly complex and frequently changing technology• Demonstrated aptitude for investigating and troubleshooting technical and process related issues• Proven problem solving and critical thinking skills• Demonstrated ability in providing excellent customer service• Ability to work effectively both independently and as part of a team• Ability to demonstrate effective time management skills in a dynamic work environment• Ability to update web content <p>Assets</p> <ul style="list-style-type: none">• Knowledge of digital repositories, such as DSpace, Islandora• Knowledge of copyright, library licensing, open access, and scholarly communications publishing

Nature and Scope

- **Contacts:** Internally, communicates across multiple departments with a variety of staff. Works with Collection Development, Collection Maintenance, Digital Initiatives and Library Technology and Facility Services (LTFS) to resolve problems with software and web-based tools and technologies being used to support collection management, knowledge management and accessibility. Externally, this position has significant contact with students, faculty, staff and vendors through the provision of high-quality customer service.
- **Level of Responsibility:** This position works with minimal supervision and has no direct reports. This person is responsible for timely provision of support on copyright and publishing inquiries.

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- **Decision-Making Authority:** Responsible for problem-solving daily issues as related to all responsibilities. Makes recommendations to supervisors and Department Heads as required to perform related duties. Works with manager and others to solve more complex problems.
- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of an office position.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an office position exposed to stress and pressure associated with those responsibilities.