

Job Description



Job Title:	Copyright Specialist
Department:	Centre for Extended Learning
Reports To:	Associate Director, Online Learning
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	March 2020

Primary Purpose

The Copyright Specialist advises on the application of copyright law and develops strategies, policies, processes, services, training, communications, instructions, infrastructure, and relationships that support University of Waterloo's Centre for Extended Learning's academic endeavours and protect the legal interests of Waterloo, its employees, and its students.

Key Accountabilities

Copyright Compliance

- Remain current on copyright legislation, regulations, issues, interpretations, legal opinions, etc., relevant to Canadian educational media production
 - Canadian copyright legislation and decisions
 - Universities Canada (formerly AUCC) Fair Dealing Application Guidelines
 - Waterloo policies and guidelines
 - Collectives (e.g., licenses and tariffs)
 - Open licenses (e.g., Creative Commons)
- Develop and update CEL policies and procedures related to copyright
 - Advise on the interpretation and application of copyright law
 - Assess risks to Waterloo of processes and actions related to copyright compliance
 - Organize and implement review and tracking systems to ensure that all use of copyrighted materials at CEL is in compliance with the law
 - Provide case law, relevant statutes, and secondary legal literature to support decision making
 - Identify issues that require legal opinion from University's legal counsel and/or Universities Canada (formerly AUCC) legal counsel
- Oversee copyright compliance in course material production
 - Provide support in determining whether permission is necessary
 - Respond to questions about legitimacy, Public Domain, Fair Dealing and other exceptions, Site Terms, Open Licenses, other licenses, etc.
 - Provide support when permission is necessary
 - Seek permission
 - Document permission
 - Suggest alternate strategies if clearance is not obtained
 - Advise on citations/credit lines style and placement if not addressed by guidelines (12.2)
 - Review activities of staff tasked with implementation of copyright standards and policies
 - Audit the use of third-party material in courses and course materials

Job Description



- Audit ©spreadsheets / documentation
- Update main CEL © database
- Oversee the procurement of media and conversion of media to digital format
 - Borrow media from other libraries (interlibrary loan, Media Resources Library)
 - Purchase media
 - Liaise with ITMS Studio
- Participate in and/or liaise with university organizations, committees, and task forces
 - Represent CEL on the Waterloo Copyright Advisory Committee Working Group and help inform university-wide practices
 - Collaborate with CEL Systems group on database design for tracking copyright information for CEL projects
 - Develop working relationships with the bookstore, the library, and IST-ITMS
 - Liaise with legal and university communities, provincially and nationally

Copyright Education

- Identify gaps in copyright knowledge at CEL and, through the Copyright Advisory Committee, identify gaps in copyright knowledge in the Waterloo community
- Respond to copyright enquires (e.g., Fair Dealing) from CEL staff, Course Authors, and instructors
- Respond to copyright enquiries via the Copyright Advisory Committee's Copyright at Waterloo <https://uwaterloo.ca/copyright-at-waterloo/> Request Tracker (entire Waterloo community)
- Design and deliver educational programming and communications to Course Authors, Instructors, CEL staff, students, and the Waterloo community. For example:
 - Training Sessions
 - CEL and Copyright Advisory Committee websites
 - Online tutorials
 - Print materials (e.g., brochures, signage)
- Write copyright-related communications for various audiences as requested

Other

- Remain current on other legislation, regulations, issues, interpretations, legal opinions, etc., relevant to Canadian media (e.g., course materials) production and advise accordingly or refer to appropriate subject specialist
 - Accessibility, where the AODA intersects with the *Copyright Act* and licenses
 - Privacy
 - Contract
 - Trademark
- Manage, review, negotiate, draft, and interpret contracts and agreements relevant to intellectual property management and course production
 - Collaborate on drafts and reviews with LIS, CEL and Waterloo staff and faculty, and 3rd-parties
 - Streaming video licensing agreements (managed through Media Library)
- Increase awareness about Open Scholarship at Waterloo
 - Educate the CEL and Waterloo communities about open access, open educational resources, and open data. For example:
 - Training Sessions
 - CEL and Open Scholarship Committee websites
 - Online tutorials
 - Print materials (e.g., brochures, signage)

Job Description



- Represent CEL on the Open Scholarship Committee and supporting the ongoing research and recommendations of this group
- Represent CEL in open stakeholder communities (e.g., eCampusOntario)
- Develop standards and processes to ensure academic integrity where it intersects with copyright law and contract law in course materials
- Develop CEL citation style guide to prevent plagiarism by ensuring adequate attribution
- Provide mentorship, guidance, coaching, and feedback to Copyright Support personnel including co-op students working within CEL
- Other duties as assigned

Required Qualifications

Education

- A master degree (preferred) in a related field (e.g., journalism, english, education, library or legal studies) OR bachelor degree in a related field
- Post-degree education (e.g., certificates in copyright, licensing, intellectual property and/or publishing) required

Experience

- Theoretical and practical training in copyright management
- Five years' experience to include demonstrated experience in copyright education and compliance in relevant fields (e.g., publishing, journalism, education, and law)
- Experience designing and delivering effective training
- Experience with information/knowledge management and databases/record-keeping software

Knowledge/Skills/Abilities

- Advanced knowledge of Canadian copyright legislation and issues, particularly as pertains to the post-secondary education environment
- Ability to think analytically and to solve problems creatively and effectively
- Ability to write clearly and persuasively
- High degree of initiative
- Excellent project management skills
- Presentation / workshop facilitation skills
- Ability to handle multiple demands and changing priorities
- Strong collaborative relationship- and team-building skills; superior interpersonal skill
- Intermediate-advanced MS Word, Excel and Powerpoint skills
- Database management search / online repositories

Nature and Scope

- **Contacts:** The ability to communicate and work collaboratively with internal staff are key skills. The ability to develop a network of contacts as sources of information is critical.
- **Level of Responsibility:** The position has overall responsibility for advising on copyright policy and decisions, as well as determining day-to-day actions on copyright compliance. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Guiding work of co-op students or copyright support personnel.
- **Decision-Making Authority:** The position is responsible for determining what use is acceptable based on copyright legislation; how to cite, track, and document use of materials effectively; and how to most effectively educate and motivate staff and faculty on copyright compliance.

Job Description



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- **Physical and Sensory Demands:** There is a frequent need to give close attention to various stimuli such as written material and information given verbally to co-workers. Work in an open office environment with multiple interruptions throughout the day.
 - **Working Environment:** Much of the time is spent sitting in a comfortable position with frequent opportunity to move about. While the work is cubicle-based, participation in university organizations, committees, and task forces, will require some travel out of the office.