

# **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Subscriptions, Copyright and Licensing Librarian (**Maternity cover**)      **Grade:** 4

**Accountable to:** Discovery Manager (Resources & Communication)      **Salary :** £34,943.00 - £42,914.00 per annum

**Department:** Library Services      **Location:** London College of Communication

**Section:** Resources & Systems

**Contract Length:** 12 months      **Hours per week:** 35      **Weeks per year:** 52

## **Purpose of Job:**

To contribute to the development, delivery and exploitation of high quality, customer-focussed library services of 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.

## **Main Duties and Responsibilities**

(General)

1. Line manage and supervise designated staff.
2. Administer the designated budgets, reporting as required to the Discovery Manager (Resources & Communication) and the Resources and Systems Manager.
3. Produce and maintain documentation, management information and statistics for internal and external purposes.
4. Advise relevant groups, activities and projects and represent Library Services at internal and external meetings as required.

(Serials subscriptions)

5. 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.
6. 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.
7. 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.
8. Lead on the promotion and use of print and e-journals
9. Contribute to the routine work of the Discovery team, including enquiry handling.

(Copyright licensing)

10. 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.
11. Deliver training sessions for Library Services and other staff as required, and maintain materials to communicate and promote the use of the CLA licence.
12. 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.
13. Co-ordinate document delivery licences such as EHESS (Enhanced Higher Education Supply Service).

**In addition the post holder will be expected to:**

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

**Key working relationships:**

- Discovery Manager (Resources & Communication)
- Resources & Systems 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

**Resources Managed:**

Budgets: Administration of the Library Services serials budget and budgets relating to the CLA licence – with the Discovery Manager (Resources & Communication) and the Resources & Systems Manager.

Staff: Line manage 1 x G2, supervision of others as required

Other (e.g. accommodation; equipment): none

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> <li>• <b>Either</b> a degree in Library and Information Studies or equivalent, <b>or</b> a degree in any subject plus a postgraduate qualification in Library and Information Studies or equivalent, as relevant to the post.</li> <li>• Knowledge of issues relating to e-resource management in Higher Education.</li> <li>• Awareness of licensing issues affecting the use of serials.</li> <li>• Strong IT skills, in particular Excel</li> <li>• Awareness of the role of copyright licencing schemes operating in UK higher education</li> <li>• Demonstrated commitment to own professional development, which may include effective use of appraisal schemes and staff development processes.</li> <li>• Interest in the subject areas of UAL.</li> </ul>
Relevant Experience	<p>Relevant experience within an academic environment or equivalent</p> <p>Experience of subscription and budget management</p> <p>Experience or demonstrable interest in copyright issues for higher education</p>
Communication Skills	<p>Communicates effectively orally, in writing and using visual media</p> <p>Able to provide clear guidance using various communication channels</p>
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching & Learning	Effectively delivers training or briefings to support understanding or learning
Planning and Managing resources	Plans, prioritises, and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

**Last updated: Feb 2021**