



Copyright Advisor

Library

Learning Services

Job Posting: U19-057 **Closing Date:** April 23, 2019
Position Type: Full-time Term **Location:** Lansdowne Campus
Start Date: May 6, 2019 **End Date:** April 30, 2021
Schedule: Monday - Friday; 8:30 am - 4:30 pm (35 hrs/week)
Salary: Pay Grade 9; \$25.26 to \$26.99 per hour
Replaces: E. Grant

Note(s): This position is a reposting of U19-002.
Previous applicants to U19-002 need not re-apply.

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

GENERAL STATEMENT

Reporting to the Director, Learning Services, with minimal supervision, the Copyright Advisor ensures that materials used in the delivery of college curriculum, in print, electronic, digital or other media and various other locations and situations throughout the college are compliant with copyright legislation and with the college's copyright and fair dealing policies. The Copyright Advisor seeks permission from publishers or rights holders for the use of materials when necessary. This position assists the Director, Learning Services in providing education and awareness on issues related to copyright – including the use of open resources, fair dealing and appropriate attribution and citation. The advisor works in close collaboration with Bookstore, Printshop and Centre of Excellence for Teaching and Learning faculty and staff to ensure clearance and efficient and effective copyright procedures. The Copyright Advisor will liaise with faculty and staff on issues related to copyright policy and legislation, licenses and the use of materials and resources (print, images, media etc).

TYPICAL DUTIES

- Reviews all course-packs to determine whether included copyrighted materials fall within specified definitions, domains, licenses or requires permission for use. Advises/confirms to requestor and resolves concerns/complaints from faculty on results and recommends other resources/correct procedures;
- Reviews copyrighted materials placed on D2L, course websites for determining if material falls within the definitions, domains, licenses or requires permission for use. Advises/confirms to requestor and resolves concerns/complaints from faculty on results and recommends other resources/correct procedures;
- Provides copyright related support for the integration of electronic resources in D2L and in the classroom and reviews and recommends other online/e-learning resources when available;
- Promotes the use of open-sourced and licensed library resources (e.g. online databases). Provides information on how to access these resources and makes recommendations to instructors;
- Seeks copyright permission for the use of the requested work or provides alternatives to the instructor if the nature and character of the resource does not meet the required standards;

- Participates actively in the development and implementation of copyright compliance procedures and policies; follows up and provides guidance. Makes recommendations to supervisor on potential changes/improvements;
- Processes payments and maintains records for payments when clearances are required;
- Develops and maintains a database of the use of copyrighted materials and their associated permissions;
- Responds to queries from faculty, students and staff about copyright, fair dealing, open access and other related issues;
- Alerts the Director, Learning Services of possible infringement cases and changes needed in policies or procedures to help prevent similar occurrences;
- Participates in activities that ensure the college's guidelines and policies are current and compliant with applicable laws;
- Develops or maintains specific communication pieces on copyright procedures and methods;
- Contributes to the development of education programs on copyright policies and procedures for faculty and staff; keeps up-to-date with trends and developments in the educational resource, copyright and open access fields;
- Performs other related duties similar in scope and complexity.

QUALIFICATIONS

A two-year diploma in Library Technician or Paralegal and five years' work experience in either post-secondary library or bookstore, an intellectual property law practice or in the publishing industry, of which two years' experience are in copyright clearance and content licensing or an equivalent combination of education and experience.

- Ability to work independently, to initiate and complete tasks with minimal direction
- Ability to analyze complex and variable situational problems and apply critical thinking and judgment and conflict resolution techniques to resolve issues
- Excellent written and verbal communication skills to deal effectively and professionally with, faculty, staff, administrators, students and the general public
- Attention to detail and high regard for accuracy; proficient with record keeping and data entry
- Knowledge and understanding of Canadian and US copyright law and practices in relation to non-profit/educational institutions
- In depth knowledge of the Microsoft Office suite, with particular expertise in the use of Excel and Access
- Strong organizational skills, including time management and prioritization

All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Note: Eligibility to work in Canada is granted through citizenship, permanent resident status or a work permit. You must be a Canadian citizen or permanent resident to accept a permanent job offer (unless stated otherwise in the posting). If you have a valid work permit, you may be eligible for temporary work but only until your work permit expires or is renewed.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer