**Title: Open Scholarship Librarian**

**Date: June 2023**

**Department: Fogler Library**

**Reports To: Head, Special Collections**

**Purpose:**

Reporting to the Head of Special Collections, the Open Scholarship Librarian provides leadership in identifying, developing, and coordinating services and programs to support campus awareness of and participation in the evolving scholarly landscape. Particular emphasis is on open access, author rights, copyright, fair use, and digital rights and access. The position will be responsible for maintaining awareness of national and international publishing trends, intellectual property rights, and copyright that affect access to scholarly information, including researchers’ output. The position will provide vision and planning for the library’s institutional repository and will promote its digital publishing use for faculty, staff, and students, including seeking out and maintaining partnerships across campus.

**Plans, directs, and manages the unit**

Develops and implements the policies, procedures, and workflow to ensure a well-functioning unit.

Collaborates with other library personnel to achieve departmental, library-wide program, and university goals.

Advises the Head of the department on content and library-wide needs and projects.

**Open Scholarship**

Serves as the library’s expert on scholarly communication including, but not limited to, alternative publishing models, intellectual property rights, scholarly visibility and impact, online identity management, open access, and creation of open educational resources. (OER adoption is led by the Research and Instruction Department.)

Serves as a leader and advocate in the Library and across the institution on all issues related to the dissemination, preservation, and use of the scholarly and creative output of faculty, researchers, staff and students.

Monitors national scholarly communication trends, policy issues, and best practices and keeps the community informed. Understands both open source and hosted publishing solutions and e-publishing tools. Understands author rights and recommended practices for publishing.

Applies knowledge of copyright, including fair use, knowledge of orphan works, knowledge of creative commons licensing.

Creates educational and outreach materials about intellectual property issues and provides consultative services regarding scholarly works permissions.

Consults with faculty, researchers, and students on publishing choices, publishing agreements, benefits of open access publishing, retention of rights, and overall management of intellectual property.

**Institutional Repository Management**

Collects, stores, and preserves faculty, staff, and student intellectual output, builds relationships across campus and aligns the goals of the institutional repository with campus research.

Devises strategies for promoting and growing the content and use of the institutional repository, including born digital resources.

Develops and applies policies and procedures for the institutional repository.

Plans and coordinates ingestion and migration of archival content which may require relevant computer skills.

Keeps up to date with institutional repository changes and the assessment of various platforms.

**Supervision**

Supervises, mentors, trains, and evaluates classified employee and one or more student employees.

Hires classified personnel and student employees.

**Other Related Duties:**

Writes and provides annual reports and other documentation, including statistics, as needed.

Work on Library, university, state-wide, regional, and national committees.

Participates in maintaining a safe, welcoming, and productive environment for fellow staff and Library users.

Contributes a positive, creative, and energetic force to the work; demonstrates skills in collaboration especially working with staff members whose interests and needs differ.

**Marginal Functions:**

There are no marginal functions.

**Knowledge, Skills, and Qualifications:**

ALA-accredited master's degree. Experience in an academic library in a role related to scholarly communications and experience with an institutional repository. Experience with copyright, open access, and other publishing issues.

Demonstrated planning and leadership skills with the ability to take initiative, set goals and priorities, and work both independently and collaboratively with a diverse population.

Ability to establish priorities, maintain good working relationships with colleagues, work independently, and collaborate and work effectively in a team-oriented environment and as a member of a diverse community.

Successful management and strong supervisory experience; proven ability to hire, train, evaluate, and motivate staff.

Excellent oral and written communication skills. Excellent public service skills.

**Supervisory Responsibilities:**

Recruitment, hiring, training, management, supervision, and evaluation of:

 Digital Commons Professional

Library Specialist CL3

 Student employees

**Position Type:**

Ongoing, Base Budget

**Work Environment/Dynamics:**

Work environment is similar to most academic library settings in that it is responsive to the information requirements of the faculty, staff, and students. This public service position is expected to be available to interact with all constituents. The position will be affected by rapid changes in scholarly publishing and in openly licensed text, media, and other digital assets. The position will be responsible for the management of the institutional repository and will work collaboratively with library staff on collection and related issues in the development of the institutional repository. This employee will be expected to help monitor these changes and assist in adjusting services accordingly.

**Work Schedule:**

40 hours per week. Normal University of Maine business hours are Monday through Friday 8:00 am to 4:30 pm. Work outside of normal business hours will be necessary in order to complete the requirements of the position. The employee should establish regular office hours and in consultation with the supervisor, the employee will adjust the work schedule in order to meet the requirements of the position.

**Work Year:**

Full-time, fiscal year.

**Schedule for Evaluation:**

According to guidelines.