

Position Description: Rights Management Specialist,
Serials and Electronic Resources Dept.

New Position 100%

Supervisor: Terry Camelford

Degree of supervision: General

May supervise one or more library student assistants.

20%

Acquires rights for digital content to be processed for E-Reserves and CARMEN course content. Serves as S/ER primary contact for interaction with E-Reserves activities. Coordinates policy and procedures development between units. Establishes and monitors Copyright Clearance Center account for acquisition of E-Reserves and CARMEN rights. Responsible for materials budget Rights fund activity. Maintains statistics and creates reports for Rights fund.

20%

Creates and maintains Boolean lists of rights for OSUL journal titles. Coordinates tracking of rights with Electronic Resources Librarian and assists in determining policy and procedural issues for rights information in ERM module. Provides rights information to ILL, E-Reserves, CARMEN courses, and Cop-EZ services (relative to course packs); assists with training staff and problem resolution in these units as needed.

20%

Assists Rights Management Coordinator (RMC) with creation and maintenance of Copyright web site. Drafts FAQs for addition to web site based on issues handled by RMC or OLA lawyers; coordinates updates to web site with IT staff.

10%

Creates and maintains Rights management PowerPoint (PPT) presentations and informational brochures; updates PPT presentations to appropriate audience; responsible for creation/inventory/distribution of brochures and related training materials. Assists or substitutes for RMC with in-person presentations as needed.

10%

Receives copy of messages from Copyright web site "For Questions or Further Information" distribution list; serves as first line respondent to provide reply within one working day; provides standard replies and links to resources; routes queries to specialists for replies.

10%

Investigates rights for contribution of OSU faculty publications into the Knowledge Bank. Works with OSU Pro data to identify faculty publications with "green" publishers. Makes contact with faculty to obtain rights and content; authorized to process and submit content to Knowledge Bank on behalf of faculty.

10%

Assists RMC with investigations of rights for special contributions to Knowledge Bank as needed; special projects, monthly reports, and other duties as assigned.

Contacts: Daily contact with faculty and staff of University libraries; frequent contact with faculty and staff throughout University. Contact with individuals and institutions outside OSU on a regular basis. Daily use of telephone, e-mail, fax, and Internet communications.

Required: College degree or equivalent combination of education and experience; experience with OSUL systems, in particular the Libraries' Millennium acquisitions, serials, and ERM modules; understanding of OSUL services, in particular Knowledge Bank, E-Reserves, CARMEN course management system.

Desired: Familiarity with Copyright Law, in particular Fair Use Exemption for education; experience with web site construction;