Position Title: Copyright Librarian
Position Type: Administrator
Job Number: SA4542122
Full or Part Time: Full Time
Employee Status: Regular
Posting Date: 09/23/2022

Position Summary Information
Job Description Summary
The Copyright Librarian provides expertise and support to Leatherby Libraries’ Access Services (interlibrary loan and course reserves); Resources and Scholarly Communications; Special Collections and Archives, including the Center for American War Letters Archives; and other library departments on interpretation of copyright law, best practices, copyright education, assistance obtaining copyright permissions, review of digitization projects and sharing of archival materials, copyright review of data management, library blogs and other promotional materials, and copyright policy development, in consultation with Library Administration and Chapman University’s Legal Affairs.

The Copyright Librarian participates in reference, instruction, collection development and assigned as a liaison to specified subject areas, based on professional specialization or organizational needs, in addition to serving on library and university committees. Other duties as assigned.

The University is dedicated to enhancing diversity and inclusion in all aspects of recruitment and employment. More information on diversity and inclusion at Chapman University is available at https://www.chapman.edu/diversity.

Responsibilities
- Provides expertise and support to Leatherby Libraries’ Access Services (interlibrary loan and course reserves); Resources and Scholarly Communications; Special Collections and Archives, including The Center for American War Letters Archives;
- Provides expertise and support to other library departments on interpretation of copyright law, best practices, copyright education, assistance obtaining copyright permissions, review of digitization projects and sharing of archival materials, copyright
review of data management, library blogs and other promotional materials, and copyright policy development, in consultation with Library Administration and Chapman University’s Legal Affairs; and

- Participates in reference, instruction, collection development and liaison subject areas, based on organizational needs, in addition to serving on library and university committees. Other duties as assigned.

**Required Qualifications**

- ALA-accredited MLS degree.
- ABA-accredited JD degree or equivalent experience in copyright will be considered.
- Excellent communication, writing, and interpersonal skills to interact with diverse individuals at all organizational levels, both inside and outside the university.
- Demonstrated commitment to customer service and working in a team environment.
- Proven ability to exercise sound judgment and make appropriate decisions/recommendations.
- Commitment to professional growth and development.
- Demonstrated experience in reference services and library instruction preferably in an academic library or medium size or larger public library setting.
- Demonstrated knowledge of best practices and trends in copyright as it pertains to academic libraries.
- Experience in teaching, lecturing or presenting to individuals, groups or workshops.
- Demonstrated ability to prioritize and coordinate work among different projects.

**Special Instructions to Applicants**

The offer of employment is contingent upon satisfactory completion and outcomes of a criminal background screening and returning to the Office of Human Resources a signed original acceptance of the Chapman University Agreement to Arbitrate.

Applicants for Staff and Administrator positions must be currently authorized to work in the United States on a full-time basis. Chapman University does not sponsor applicants for Staff and Administrator positions for work visas.

**Pre-screening Questions**

Required fields are indicated with an asterisk (*).

**Applicant Documents**

**Required Documents:**

1. Resume
2. Cover Letter
3. Curriculum Vitae

**Optional Documents**

1. Letter of Recommendation 1
2. Letter of Recommendation 2

For more information, and to apply, go to: https://chapman.peopleadmin.com/postings/28672