



## POSITION DESCRIPTION

Position title: **Licensing Librarian**

Position type: **Temporary (approximately 9 months)**

### Position Overview

The Licensing Librarian is responsible for identifying, investigating, recommending, negotiating, implementing and administering consortial licensing initiatives. The position liaises with information providers on access and technical issues and coordinates training among license participants. The position works closely with appropriate contacts in all member libraries and liaises with the Licensing Service Committee. Supervisory responsibility for one staff member is included in the responsibilities.

### Key Responsibilities

Identifies, investigates, recommends and negotiates pricing and license agreements for products appropriate for consortial purchase:

- Consults with members concerning selection of electronic products and services.
- Communicates with members about potential products, providing detailed information about content, access options, technical requirements, and pricing.
- Investigates and develops options for cost sharing to maximize participation.
- Builds effective working relationships with vendors to ensure the interests of members are represented.
- Negotiates pricing and license terms, in accordance with ICOLC guidelines.

Implements and administers consortial licensing initiatives:

- Communicates with members and internal staff about new products and the renewals of licensed products.
- Assists members with product and access questions, providing guidance as required.
- Provides licensing knowledge and expertise to member libraries.
- Liaises with vendors to ensure authentication, contact information, and technical access/support mechanisms are in place.
- Monitors and documents licensed product performance and ensures problem resolution as necessary.
- Evaluates success of collaborative licensing initiatives.
- Works closely with Licensing Assistant and Manager, Finance & Human Resources to ensure appropriate billing to members, payment to vendors and handling of related payment issues.
- Identifies and coordinates training for and promotion of licensed products.

- Shares significant product or industry updates to member libraries and other internal staff as appropriate.
- Liaises with other TAL staff on authentication issues and web site maintenance.

Provides leadership and support to the Licensing Service Committee:

- Develops proposals for new and/or additional models for collaboration in licensing initiatives, in consultation with the membership.
- Assists in developing workplans, presentations and reports to members and funders.
- Conducts research and investigations.
- Assists in policy development on consortial purchases.
- Organizes meetings and ensures appropriate communication and records.
- Liaises with LSC committee chairs and other committee members to set meeting agenda and establish goals/workplan of the committee.

Liaises with key contacts in other consortia:

- Builds and maintains relationships with COPPUL, ELN, Consortia Canada and other groups to collaborate on multi-consortial licensing initiatives.
- Communicates regularly with other consortia to keep abreast of developments.
- Attends meetings and monitors listserv for ICOLC.

Other

- Supervises Licensing Assistant.
- Participates in overall planning and communication activities for The Alberta Library
- Attends other committee meetings upon request to share knowledge of licensing issues and principles.
- Performs other duties as required.

### **Reporting Structure**

This position reports to the Chief Executive Officer. Key internal contacts are the Manager, Finance & Human Resources, Online Reference Centre Coordinator, Applications Librarian, and Communications staff. The position works closely with the licensing contacts for all member libraries.

### **Qualifications**

a) Education and Experience:

- Masters Degree in Library and Information Science from an accredited institution and two years related experience is required.
- Experience in using computer software including word processing, spreadsheets, Internet, e-mail is required.
- Experience in negotiating and administering licenses or cooperative agreements is an asset.
- Experience in a consortial environment is an asset.

b) Skills and Aptitudes:

- Demonstrated analytical, organizational, interpersonal and written and oral communication skills.
- Ability to establish and maintain effective working relationships across multiple and diverse organizations.
- Ability to adapt to changing environments and multiple deadlines.
- Demonstrated ability to work in a team environment.
- Ability to apply innovative approaches in a consortial environment.
- Strong mathematical skills to develop appropriate cost sharing arrangements.

**Salary Range and Benefits**

The current salary range for this position is \$58,500 - \$72,000. The position is eligible for participation in the staff Group Benefits Plan, in accordance with the Employee Handbook.

Updated: December 2005; January 2006; September 2010