



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Copyright and IPR Officer

Department/Division: Digital Scholarship & Innovation Group, Library
Accountable to: Research Support Manager

Job Summary

The post holder is responsible for leading the implementation and promotion of the Library's copyright advice service, providing expert advice on matters relating to copyright and IPR to LSE staff and students. The post-holder will work closely with Library staff involved in supporting teaching and research, providing expert advice and guidance on copyright for teaching and research, as well as for the LSE Press. The post holder will provide a key support role for the application of IPR at LSE. They will also advise on appropriate licensing for LSE produced content, digitised materials and third party subscribed or purchased content.

The role is based in the Research Support Services team in the Library which is within the Digital Scholarship & Innovation Group. The aims of the Digital Scholarship and Innovation Group (DSIG) are to increase the Library's knowledge and understanding of our users and, with them, to explore new ways in which the Library can support their research, learning and teaching. The Group is made up of four teams: Service Assessment and Development, Research Support Services, Publishing and the Digital Library. Although the role is based in the Research Support team it is an outward-facing role which will provide expert advice to other teams in the Library and also in the wider School environment.

This is a rapidly developing area and some of the specific responsibilities of this post are likely to change and develop over time.

Duties and Responsibilities

Knowledge and Experience

- Develop and maintain expertise in copyright/IPR legislation and policies relating to research and teaching in higher education.
- Develop and maintain expertise in licensing of academic publications, digitised content and permitted uses of supplier agreements.

Service Delivery

- Lead the implementation and development of the copyright advice service
- Act as source of expertise for Library colleagues and colleagues in LSE, in matters relating to copyright, IPR and licensing.
- Advise senior managers on the application and implementation of policies relating to copyright and IPR



- Take responsibility for the administration of the Copyright Licensing Agency, NLA and Educational Recording Agency licences for the institution with overall responsibility for ensuring processes are in place to ensure compliance.
- Oversee the maintenance of information and documentation relating to copyright and IPR, drafting and updating policies and procedures as required.
- Advise on appropriate record-keeping procedures for copyright agreements.
- Work with the Scholarly Communications Officer to provide guidance to academic authors on copyright and related issues that may affect publication of and access to their research.
- Provide guidance and support to LSE Library colleagues on copyright implications for digitisation projects involving LSE collections, including licensing of orphan works.
- Work closely with the Acquisitions Team to ensure compliance with copyright legislation in relation to scanned material included in online reading lists.
- Provide guidance to teaching staff and colleagues in the Teaching and Learning Centre relating to the use and re-use of copyrighted material for teaching purposes, especially with regard to the School's VLE and other digital education platforms.
- Develop and deliver an educational programme, in conjunction with relevant staff members, on copyright and IPR for LSE Library staff, academic and administrative staff and researchers.
- Provide expert advice on copyright, IPR and licensing matters relating to the LSE Press.

Communication

- Provide consultation and advice to researchers and teaching staff on copyright and IPR issues.
- Provide guidance to students and other library users on complying with copyright legislation and relevant licensing agreements.
- Provide advice for library staff and users on the appropriate application of licence terms.
- Produce reports and briefings for internal and external purposes on request.
- Prepare and update documentation, training materials and online guidance, including web pages relating to copyright and IPR.
- Deliver training and information sessions with relevant colleagues on copyright and IPR

Team work and motivation

- Act as source of expertise for Library colleagues delivering the copyright advice service
- Lead or participate in cross-library teams requiring expertise in copyright, IPR and licensing.
- Act as source of expertise for other Divisions/academic departments in matters relating to copyright, IPR and licensing.
- Play an active part in the Research Support Services Team, DSIG, and the Library, ensuring that work, advice and support is contributed appropriately as a team member.

Liaison and Networking

- Liaise with academic and administrative staff in all Departments as required, ensuring that relevant information about copyright, IPR and publishing is widely disseminated.
- Liaise with the LSE Legal Team as required over copyright, licensing and compliance related matters.
- Liaise with the Commercialisation team in Research & Innovation Division
- Liaise with Academic Support Librarians to disseminate guidance on copyright, IPR and licensing.
- Liaise with the Acquisitions and Subscriptions teams over licensing of online content.



- Actively engage with relevant external groups to maintain and disseminate professional awareness in the fields of copyright, IPR and licensing.

Planning and Organisation

- Take responsibility for managing and ensuring compliance with institutional licences relating to copyright and IPR including CLA, NLA and ERA.
- Manage own workload and the delivery of the copyright advice service and timely completion of external and internal reporting.
- Ensure accurate record keeping of copyright and other agreements
- Contribute to the Research Support Services team operational plan

Initiative and Problem Solving

- Apply a detailed understanding of copyright, IPR and licensing policies and procedures to resolve problems
- Provide support on issues raised relating to copyright, IPR and licensing
- Provide advice to colleagues across the institution in the areas of copyright and IPR
- Apply initiative to solving complex copyright, IPR and licensing problems.

General Responsibilities

- Take an active part in special projects within DSIG, and across the Library, as required.
- Undertake other duties in support of the work of the Library, as may be required by the Director of Library services from time to time.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.