

Assistant Librarian: Copyright and Education

// Library

Position Purpose and Summary

The Assistant Librarian: Copyright, and Education serves as the University's copyright compliance officer, the primary liaison with the University's School of Education, and oversees the Curriculum Resource Centre. The librarian also provides reference / information services as a member of the library's reference team

Key Areas of Accountability

General

- Provide reference / information services at the Research Help Desk on a scheduled basis, including evenings and weekend work, as required.
- Provide reference / information services to individual students and faculty in-person or virtually.
- Participate in AskAway, B.C.'s academic virtual reference service.
- Expand, develop and manage information literacy initiatives across the University's curriculum, both undergraduate and graduate. This includes individual and group orientation and instruction related to the library and its various resources and collections.
- Develop and maintain web-based and print reference and instructional materials.
- Contribute to the ongoing development and evaluation of library collections, in all formats.

Copyright

- Identify materials which may be covered under current copyright legislation or the library's existing licenses.
- Determine the copyright holder for a given item (this may be a publisher, author, vendor or some other representative).
- Obtaining copyright permissions and digital clearances from publishers or copyright holders as needed.
- Produce a digitized version of the requested material once copyright clearances have been received.

- Track all details of permission requests to enable the University to respond appropriately to potential interrogatories or other legal requests for this information.
- Maintain contact database and financial activity as related to copyright clearance. Produce analytical reports related to copyright clearance.
- Assist faculty and staff with copyright and licensing queries for teaching and research needs. Provide copyright-related user education.
- Assist other University stakeholders (ex. the University bookstore) with copyright permissions as needed

Education

- Act as primary liaison librarian to the School of Education, providing assistance with:
 - Specialized orientation and information literacy sessions.
 - Specialized research assistance in advanced databases, grey literature, and other research tools.
 - Resourcing School of Education initiatives, including Indigenization initiatives.
 - Responsible for maintaining an understanding of the B.Ed and graduate Education programs of the University.
- Provide leadership, coordinate, and manage the Harro van Brummelen Curriculum Resource Centre:
 - Responsible for overseeing all CRC functions.
 - Responsible for managing Curriculum and Project Curriculum funds.
 - Responsible for selection, acquisition, organization, and weeding of materials housed in the CRC.
 - Responsible for monitoring CRC expenditures for materials, supplies, etc.
 - Responsible for liaising with internal/external educational units affecting CRC collections and operations, especially TWU's School of Education.
 - Responsible for providing information, point of contact, and instruction to users of the CRC.
 - Responsible for demonstrating knowledge of emerging electronic information sources.

Other

- Serve on library / university committees as directed by the University Librarian.
- Pursue professional development opportunities

The Person

Skills and Abilities

- Knowledge of library issues, practices, etc. related to publishing monographs and serials in both print and electronic format, especially in relation to the Copyright Act, fair dealing guidelines and TWU's copyright guidelines. Ability to communicate said guidelines to faculty and staff.
- Familiarity of copyright clearance procedures and methodology.
- Familiarity with specialized resources and literature in Education and related fields is highly desirable.
- Knowledge and experience in providing reference services in both face-to-face and electronic mediums.
- Excellent database, Internet and print reference research skills. Familiarity with major database vendors (ex. EBSCO and ProQuest) is an asset.
- Knowledge and experience in planning, developing, managing, and assessing information literacy programs.
- Experience in teaching information literacy and research design courses, workshops, and individual sessions.
- Competence with computer applications generally used in a business environment, such as MS Office.
- Strong leadership and time management skills.
- Excellent oral and written communication skills and interpersonal skills.
- Evening and weekend work may be necessary

Personal

Driven and inspired by the idea of positively impacting the various marketplaces of life through the development of godly Christian leaders by serving the Trinity Western University community.

A dedicated and mature evangelical Christian with an earnest desire to serve in family, church, work, and community. Affirm and support TWU's mission, values, Statement of Faith, and Community Covenant. Strength of character and reputation, integrity, focused. A winsome personality with a positive and friendly attitude.

Servant-Leader Way of Life: Act in a manner that exemplifies Jesus Christ in all on and off-campus contacts thereby living out the servant leadership mission of the university and contributing effectively towards achieving the institutional and Kingdom goals of the organization.

Key Internal Interactions

Reports: None

Reports to: University Librarian

Standards & Requirements

Education: ALA-accredited Master's Degree in Library and Information Science (or equivalent). Undergraduate degree in Education or a related field is highly desirable.

Experience: 2 – 3 years' experience in an academic library desirable. Experience in an education or curriculum library is highly desirable

Duties and responsibilities that do not constitute a major change may be added, deleted or changed at any time at the discretion of the supervisor either orally or in writing.

Updated: May 2023

Salary Classification: Placement on librarian grid based on experience and educational level. Librarians have faculty status and are members of TWU's Faculty Association

Agreed to by: University Librarian, HR

How to Apply:

Trinity Western University is Canada's premier Christian University of the arts, sciences, and professions. Recognized for quality, TWU is consistently ranked among the top two universities in Canada for Educational Experience by the National Survey of Student Engagement; holds four Canada Research Chairs; wins National Championships in U Sports; and emphasizes experiential learning to prepare graduates to make a global impact. TWU has been developing leaders of character and competence for more than 50 years. Interested candidates are asked to carefully review the TWU Mission Statement, Statement of Faith, and Community Covenant (available [here](#)). Successful candidates must be willing to support these statements during their employment at TWU.

All prospective faculty are required to submit the following as part of their online application:

- a cover letter;
- a curriculum vitae;
- verification of doctoral (or terminal) degree;
- signed Statement of Faith and Community Covenant; and
- a document (no more than two pages) which describes how you anticipate your Christian faith would influence your teaching and scholarship if you were a faculty member at TWU.

Please complete the online application available [here](#); only complete applications will be considered. Applications will be accepted until a suitable candidate is found.

Trinity Western University encourages applications from all eligible candidates who are able to commit to the university's mission, values, and Christian identity as articulated in its Statement of Faith and Community Covenant. We are committed to an ethic of inclusion and to the equal treatment of all persons without discrimination in accordance with human rights law. We particularly invite applications from indigenous people, women, persons with disabilities, and visible minorities. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Persons with disabilities who anticipate needing accommodations during the application process should contact Isabel Lopez (Isabel.Lopez@twu.ca) in the Human Resources Department.



Benefits Of Working at TWU:

- A comprehensive benefits package which includes extended health, dental, and insurance and an RRSP matching program.
- Annual statutory holidays (14) with generous vacation accruelement.
- Tuition Benefit for TWU undergraduate and graduate level courses to enhance knowledge and professional competency.
- Torch tuition scholarship for dependents of eligible employees attending TWU.
- Free access to TWU's fitness/gym facilities and the Norma Marion Alloway Library.
- Discounts and perks for the on-site Trinity Western Outfitters Campus Store cafeterias and bookstore, as well as shops and restaurants in Fort Langley.
- Wellness benefits (i.e., counselling, sick days, personal days, and health/wellness spending account).
- Free recreational equipment rentals (e.g., paddle boards, snowshoes, kayaks, etc.).
- Free employee parking on campus.
- Special community events throughout the year.
- Employee and Family Assistance Plan (EFAP).
- A positive Christian fellowship environment.

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Trinity Western University is located on the traditional ancestral territory of the Sto:lo people.