

# Job Description



مكتبة قطر الوطنية  
QATAR NATIONAL LIBRARY

## 1. Job Details:

<b>Job Title:</b>	Rights Clearance Officer	<b>Reports to:</b>	Head, Copyright & Open Access
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## 2. Job Purpose:

To assist in coordinating copyright support within the Library including analysis and documentation of Intellectual Property and data protection related issues and information, support for designated research projects and exhibitions, and management of rights information on the Digital Library.

## 3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

<b>Annual Operating Budget/Project Budget/Sales Revenue:</b>	n/a				
<b>Number of Staff Supervised:</b>	0	<b>Direct Reports:</b>	0	<b>Contractor/Others:</b>	0

## 4. Key Result Areas:

### KEY RESULT AREAS

- Ensure the processes and systems in place for the management of copyright are in line with national and international copyright law.
- Assist in the development and drafting of appropriate policies to support user access to resources.
- Analyse collections and determine copyright and IP issues which might affect digitisation or display.
- Liaise with third party contractors responsible for rights clearance on international digital repatriation projects.
- Liaise with QF legal to ensure that QNL IP and data protection policies and procedures are in line with QF policy and national legislation.
- Collaborates with liaison librarians to promote copyright and scholarly communication services, increase awareness of current scholarly communications issues, assess faculty needs for services, and adjust library services accordingly.
- Maintain records on the management of permissions and compliance.
- Develops and delivers instruction and programming on copyright, publishing, legal research, and related topics, as well as provides individual guidance, tailored to campus needs.
- Design and implement workflows and document management systems to record IP and data protection related activities on designated projects for the purpose of auditing.
- Administer and report on the Library's notice and take down policies and process.
- Provide material and support for internal copyright training.
- Liaise with curators and cataloguers to ensure that rights clearance processes follow Library policy.
- Manage the documentation and filing of licence agreements.
- Handle requests for reuse of Qatar Digital Library material.
- Ensure that all digital objects in the Digital Library are accompanied by appropriate rights information in the metadata
- Stay abreast of national and international developments and best practice related to the management of rights and privacy.
- Other tasks as assigned

### 5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements. Regularly-scheduled evening and weekend work may be required.

### 6. Communications and Working Relationships:

- Supervisor – frequent contact to provide project updates and receive guidance and approvals
- Manager, Digital Content Platforms – on rights statements for digital objects
- QNL Heritage Collections and Digitization departments, QNL Historical Research & Partnerships and other QNL departments – on designated projects

### 7. Problem Solving & Complexity:

- Evaluates different options when solving problems
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

### 8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight

### 9. Minimum Knowledge, Skills & Experience:

- Bachelor's degree in relevant field
- 2-5 years of relevant full-time work experience.
- Knowledge of copyright and data protection
- Excellent administrative skills and attention to detail
- Clear and concise communicator
- Methodical approach to work and an excellent eye for detail
- Advanced user of Microsoft Excel
- Ability to read Arabic