Scholarly Communication Position Description Template

[You will want to incorporate specific elements of your institution’s scholarly communication Action Plan]

• Be knowledgeable about and be able to speak to a range of library issues, including scholarly communication, . . .
• Educate and inform faculty, graduate students, and campus administrators about scholarly communication issues. Examples include:
  o Helping faculty and graduate students to understand their rights as authors
  o Contributing content to copyright and/or scholarly communication web sites
• Advocate for sustainable models of scholarly communication
• Work closely with faculty and students to understand their changing workflows and patterns of scholarly communication; assist in the development and creation of tools and services to facilitate scholarly communication.
• Support and promote the [campus institutional repository] by
  o Helping administrators, faculty, and students understand the role of the [campus IR] in building and preserving digital collections
  o Working with faculty and departments to promote the [campus IR] as a scholarly communication tool
  o Assisting in content recruitment; Identifying digital resources that require long-term preservation and merit sustained access
  o Helping to shape the infrastructure in which digital preservation and access can successfully evolve.