EMMANUEL COLLEGE

Job Description for - Rare Book Cataloguer - Temporary post (12 months)

LINE MANAGER – College Librarian

BACKGROUND INFORMATION

This is a temporary project to catalogue to specified standards a section of folio sized early printed books. The books date from the 15th to the 19th centuries, and are mainly in Latin.

SKILLS REQUIRED

- Strong organisational skills.
- Attention to detail.
- Excellent IT skills including Microsoft Office (Word, Outlook and Excel) are essential.
- Excellent communication skills both written and oral.
- Ability to communicate at all levels is essential.

PRINCIPAL RESPONSIBILITIES

1. Creating detailed bibliographic records for early printed books in the Library’s own Rare Book Catalogue (Softlink’s Liberty) using DCRM(B), and Library of Congress subject headings, either by copying and editing existing records or creating new ones.

2. Creating detailed bibliographic records for early printed books using the University Library’s cataloguing module (currently ALMA) either by downloading existing records, creating new ones, using DCRM(B), MARC 21 format, and with Library of Congress subject headings, or by creating holdings records for Emmanuel where appropriate.

ADDITIONAL DUTIES

a. Supervision of readers consulting the Library’s collection of early printed books and manuscripts as necessary.

b. Observe the College Health and Safety Policy, Equal Opportunities Policy, the Computer Acceptable Use Policy, the College Social Media Policy and the College Policy on the application of the General Data Protection Regulations, at all times.

c. Any other duties and responsibilities which are compatible with the post of Rare Books Cataloguer which may from time to time be required.
EMMANUEL COLLEGE

PERSON SPECIFICATION

Essential

1. Education to degree level and/or relevant experience
2. Knowledge of AACR2, DCRM(B), LCSH, MARC21 cataloguing standards
3. Previous experience of cataloguing pre-1800 books, particularly in Latin
4. Good working knowledge of Latin
5. Excellent IT skills and ability to use a database
6. Attention to detail, and to produce work that is both consistent and accurate
7. Ability to follow instructions, meet targets and complete tasks by deadlines
8. Excellent time management and organizational skills along with the ability to work independently

Desirable

1. Extensive knowledge and experience of cataloguing early printed books
2. Training in historical bibliography
3. Experience of handling early printed books
4. Basic knowledge of Greek
5. Knowledge of palaeography