

## Cataloguer

Job Description	
Job Purpose	To work as part of the team providing a full cataloguing and classification service
Key Roles	<p><b>1) Bibliographic duties</b></p> <ul style="list-style-type: none"> <li>a) To catalogue the Library's collections (both new acquisitions and earlier holdings as part of the Library's Retrospective Cataloguing Project) quickly and accurately, according to RDA (converting from AACR2 whenever necessary) in the MARC21 format, using the Library's Aleph computerised cataloguing system, downloading records from external databases (such as the British Library, the Library of Congress and RLUK) or creating them in-house.</li> <li>b) To classify new acquisitions using the Library's in-house classification scheme.</li> <li>c) To assign appropriate subject headings (LCSH) to all records.</li> <li>d) To assist with administrative tasks associated with cataloguing as required.</li> <li>e) To play an active role in ensuring the quality of the catalogue database through, among others, authority checking using the Aleph authority control system.</li> </ul> <p><b>2) Stack management duties</b></p> <p>To be responsible for a shelving section, re-shelving, tidying and ensuring correct shelf-sequence daily; reporting overcrowded areas to the Head of Collection Care; reporting signage requirements to</p>

## Sample Job Description & Specification

	<p>the Head of Member Services; identifying books in need of repair; reporting defective stack lights to the Building &amp; Facilities Team.</p> <p><b>3) Other duties</b></p> <p>a) To assist with service provision in the Member Services Department (circulation and enquiry work) as required. This will include an evening duty approximately once a month.</p> <p>b) To participate by rota in the provision of inductions for new members to facilitate their use of the Library.</p> <p>c) To attend appropriate training courses to improve and extend skills base as recommended by the Library from time to time.</p> <p>d) Such other duties as may reasonably be required.</p> <p>e) To work in any part of the Bibliographic Services Department as the demands of the service require ensuring the provision of a seamless and high quality service to members at all times.</p>
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Job Specification	
Qualifications	<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>• Good degree, ideally in the Humanities, or equivalent or QBE*</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Qualification in librarianship or information science</li> </ul>
Experience	<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>• Relevant online cataloguing experience, ideally in</li> </ul>

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	<p>an academic library</p> <ul style="list-style-type: none"><li>• Sound knowledge of RDA, AACR2 and MARC21</li><li>• Some understanding of the principles and practices of retrospective conversion</li></ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"><li>• Sound knowledge of the use of Library of Congress Subject Headings in the Humanities</li><li>• Reading knowledge of one or more European language</li></ul>
<b>Aptitudes</b>	<p><i>Essential</i></p> <ul style="list-style-type: none"><li>• Ability to catalogue quickly and accurately</li><li>• Good oral and written communication skills</li><li>• Good general IT skills (MSWord, email, internet)</li></ul>