Trinity College Rare Books Cataloguer Job Description

Location: Trinity College, Broad Street, Oxford, OX1 3BH
Working hours per week: 22.5 (0.6 FTE) over 3 days. Requests for reduced hours considered
Salary: £19,500-£24,300 (£32,500-£40,500 FTE) depending on experience
Contract type: Fixed term for duration of project
Reports to: College Librarian
Benefits: Pension scheme, 15 days (25 days FTE) annual leave, Bank Holidays when on duty and free lunches on workdays when the college kitchen is open.

Overview

We are seeking to appoint an experienced rare books cataloguer to complete the cataloguing of Trinity College’s Old Library and Danson Library. Our rare book collections are rich in illustrated works, erotica and first editions among other treasures. Many books have been housed in the college’s library for centuries and a number of items have notable provenance. This project will help to unlock the research potential of these books.

As our cataloguer, you will ensure that all items in the Danson Library are catalogued to full Oxford antiquarian standards with copy-specific information. Later, you will enhance our Old Library catalogue records, paying particular attention to copy-specific descriptions which add value for the college and researchers. You will work closely with the college librarian for the duration of this project, regularly reporting on progress and flagging any issues.

This role could suit you if you are experienced in delivering high-quality rare books records to current cataloguing standards while making consistent progress on a project. You will be working as part of a small, friendly team in historic surroundings, with opportunities for professional development within Oxford’s wider library community. More information about Trinity College can be found on the college’s website.

This post is based in a historic building and involves lone working, using ladders and manual handling. The postholder will need the right to work in the UK before making an application.
Responsibilities

• Systematically create, upgrade or correct catalogue records with the book in hand to the required Oxford antiquarian and DCRMR standards, or modern book Oxford RDA standards as appropriate, in line with Trinity College’s cataloguing policy
• Report updates to the ESTC and other external databases as relevant
• Conduct time-efficient provenance research sufficient for cataloguing purposes
• Ensure appropriate security, handling, conservation and preservation of the materials in our care
• Undertake professional development to keep up to date with the latest changes in cataloguing standards and best practice
• Meet the expected daily cataloguing targets and follow priorities set by the librarian
• Maintain effective shared record-keeping to enable project progress reviews
• Help invigilate readers and library visitors
• Assist with answering research and internal enquiries
• Contribute to newsletters and reports to promote the cataloguing project
• Lead stock checking as needed
• Participate in public engagement (tours, talks, exhibitions and college events) as needed. Out of hours events are optional and TOIL will be given
• Other reasonable tasks as required by the needs of the library

Person Specification

Essential Criteria:

• Sound knowledge, experience and skilled judgement in using antiquarian and modern cataloguing standards including DCRMR, RDA, AACR2, LCSH, NACO
• Experience of cataloguing in other languages (including Latin) outside of English
• Substantial knowledge of the history of the early printed book
• Excellent attention to detail and high degree of accuracy
• Strong organizational skills and time management skills, with a track record of managing own workload to meet project objectives in a timely manner
• Strong written and verbal communication skills, with the ability to work well in a small team
• Proficient IT skills in cataloguing software and Excel
• Ability and willingness to learn new skills and enhance existing skills

Desirable criteria:

• Oxford antiquarian cataloguing training
• Experience of using Alma
• A postgraduate library qualification and undergraduate degree in a relevant subject
• Experience of book handling and other preservation issues.