

<b>Job Title</b>	Project Cataloguer
<b>Reports to</b>	Curator of Early Collections

### **Background**

Eton College was founded by Henry VI in 1440 for 70 King's Scholars. The central purpose of the college still remains education and it is run as a secondary school of the highest possible standard for approximately 1,300 boys aged 13-18, all of whom board at the school.

The College's Collections, built up over many years, include antiquities, rare books and manuscripts, paintings, photographs and other artefacts, as well as natural history specimens. The Collections are used by researchers and for educating pupils and are made available to a wider public through events, exhibitions and loan programmes.

### **College Library**

The largest of the College's Collections, College Library was established soon after the foundation of the College in 1440. Today it houses more than 150,000 items, ranging in date from the 9<sup>th</sup> to the 21<sup>st</sup> centuries. These include printed and manuscript volumes, literary manuscripts, autograph letters and prints and drawings. The College Archives are also housed in College Library and are administered by the College Archivist.

The library's earliest collections were predominantly theological. Changes in taste and thought are reflected in subsequent additions, which include large numbers of classical books and manuscripts, early scientific works, historical and literary texts in modern languages, and books treasured primarily for their aesthetic or archival interest. The modern collection of rare 19<sup>th</sup>- to 21<sup>st</sup>-century materials is particularly rich in travel writing, theatrical history and fine printing, as well as items relating to the First World War.

### **Job Purpose**

The Project Cataloguer will assist with a major project to create original, electronic catalogue records for rare and reference materials (chiefly post-1800), using international standards for rare book cataloguing.

The postholder will report to the Curator of Early Collections, College Library. Some lone working will be required depending on the staffing levels on any given day.

### **Key Tasks and Responsibilities**

#### **Collection Management**

- Catalogue 19<sup>th</sup>-21<sup>st</sup>-century collection materials to MARC21, AACR2, DCRM(B) and LCSH standards; catalogue other library materials as appropriate. Perform bibliographic research as necessary. Identify materials in need of conservation, and contribute to the development and implementation of the library's conservation programme;
- Assist in the arrangement and rationalisation of library holdings;

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- Maintain statistics of work carried out, monitor workflow against agreed milestones and prepare reports as required.

**Interpretation, promotion, public services**

- Contribute to engagement efforts relating to College Library and its holdings;
- Assist with library teaching and visits including creation of temporary displays;
- Deliver informal tours to visiting individuals and groups, as well as Eton students and staff;
- Assist with special events such as the college's Fourth of June and St Andrew's Day open days and other weekend occasions (3 half days a year);
- Contribute content to Collections social media and publications (print and web);
- Contribute to the efficient running and staffing of the library office and supervising researchers as directed.

**Safeguarding**

- Commitment to and promotion of equality, diversity and inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality.

**Additional**

- Carry out any other duties appropriate to the post and in line with the needs of the Collections.

**Working pattern**

This is a part-time, 12 month fixed-term position, 52 weeks of the year (inclusive of 5.8 weeks paid holiday entitlement).

Working hours will be 28 hours a week, working either 4 days Tuesday - Friday or 5 days Monday - Friday (the working pattern to be agreed with the new postholder).

Flexibility is required as the nature of this post requires some evening and weekend hours, which will be scheduled in advance in consultation with the post holder and for which time off in lieu will be given.

**Skills and Competencies Required**

To be successful in this role, you will need to be able to demonstrate the following;

**Essential**

- A librarianship qualification or relevant practical cataloguing experience;
- Previous experience of electronic cataloguing;

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- Knowledge of MARC21, AACR2 and LCSH cataloguing standards;
- Strong IT skills, including ability to use the Microsoft Office suite;
- Ability to work as part of a team, use own initiative and organise own workload;
- Excellent organisational skills, with the ability to manage a wide range of tasks simultaneously and meet deadlines;
- Excellent communication, presentation and interpersonal skills, both written and spoken;
- A first degree (or equivalent relevant professional experience);
- Demonstrable interest in aspects of the Eton College Library collections.

**Desirable**

- Experience of library cataloguing of special collections materials;
- Understanding of preservation and conservation management in libraries and archives;
- Familiarity with Collections Index+/Books Index+ (training will be given);
- A degree (or equivalent) in English literature, history or other discipline relevant to the library collections;
- Experience of using rare books archives, and/or manuscripts in exhibitions or engagement projects;
- Some understanding of archival collections and description standards.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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