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| **Job Title** | Library Curator, Rare Books and Manuscripts (Maternity Cover) |
| **Reports to** | Deputy Librarian |
| **Responsible for** | Library volunteers and/or work placements |

**Job Purpose**

Contributes to the management, promotion and interpretation of College Library’s collections, with special responsibility for early (pre-1800) holdings, including cataloguing, collection management and digitisation, public engagement, reader services, enquiries, and the preparation of displays for teaching and exhibitions.

**Key Tasks and Responsibilities**

* Catalogue pre-1800 printed and manuscript material to MARC21, AACR2, DCRM and LCSH standards; catalogue other library materials as appropriate;
* As directed by the Deputy Librarian, maintain cataloguing guidelines and documentation, and provide induction training on the cataloguing system to cataloguing staff or volunteers.  Contribute to the development of the catalogue and related software, acting as the library’s liaison with relevant union catalogues;
* Assist in the arrangement, rationalisation and rehousing of the library’s holdings as appropriate;
* Contribute to the implementation and development of the library’s programme of preservation and conservation, with particular responsibility for early collections;
* Contribute to the library’s acquisitions programme as directed (e.g. review booksellers’ and auction catalogues, correspond with potential donors, contribute to fundraising applications and make recommendations regarding materials offered);
* Develop expertise in and contribute to interpretation and promotion of the library’s collections, with special responsibility for the early (pre-1800) collections;
* Joint management of reading room and research services by assisting visiting scholars as directed, answering enquiries concerning librarymaterials and contributing to developing the profile of the library within the UK and international research communities;
* Contribute content and generate ideas for College Library’s online presence and other communications (blog, Twitter, Collections Journal, etc.). Maintain the library’s Twitter account;
* Contribute to the College Collections special exhibitions programme; as and when required, act as lead curator for library exhibitions; occasionally act as a courier for Collections items lent to external exhibitions;
* Contribute to outreach and engagement efforts relating to College Library and its holdings. Coordinate displays for and deliver talks to visiting groups; deliver informal tours to visitors, as well as to Eton students and staff;
* Contribute to formal and informal educational work of the library and occasionally conduct teaching sessions.  Coordinate development of digital teaching resources based on regular teaching displays;
* Assist with special events, such as the college’s ‘Fourth of June’ and ‘St Andrew’s Day’ open days and other occasions such as ‘Masters’ Guest Night’. As directed, contribute to or coordinate displays;
* Liaise with external librarians and other specialists to promote the library and to relationships between Eton and other institutions;
* Contribute to the efficient running of the office;
* Commitment and promotion of equality, diversity & inclusion;
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood. All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential;
* Understand and comply with procedures and legislation relating to confidentiality;
* Any other duties as may be reasonably expected and which are commensurate with the level of the post.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Masters qualification in librarianship or information studies, or good undergraduate degree with demonstrably equivalent experience;
* Previous experience of cataloguing rare books and manuscripts, and of electronic cataloguing;
* Knowledge of MARC21, AACR2, DCRM(B) and LCSH cataloguing standards;
* Excellent written and spoken communication skills;
* Excellent organisational skills;
* Dedication to accuracy and attention to detail;
* Initiative, adaptability and flexibility;
* Ability to work both independently and as part of a team, with a collaborative working style;
* An understanding of academic and research needs.

**Desirable skills and experience:**

* Working knowledge of Latin;
* Experience in using rare books and manuscripts in exhibitions and/or outreach/engagement projects;
* Experience in teaching and/or public speaking;
* Experience in promoting collections via social media.

**Working Pattern**

* Your working hours will be 9:00 to 5:00 Monday to Friday with 1 hour for lunch.
* You will be working 52 weeks per year.
* You will be entitled to 21 days of holiday plus Statutory Bank Holidays. When a bank holiday falls during school term you may be requested to work on that day; if this is the case a day off in lieu will be given at another time.
* The nature of this post requires occasional 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.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. 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. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.