**LIBRARY CURATOR, RARE BOOKS AND MANUSCRIPTS**

**General 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 9th to the 21st 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 19th- to 21st-century materials is particularly rich in travel writing, theatrical history and fine printing, as well as items relating to the First World War.

**Reports to:** Deputy Librarian

**Responsible for**: Library volunteers and/or work placements

**Salary: in the region of** £31,500

**Main purpose of job:**Contributes to the management, promotion and interpretation of College Library’s collections, with special responsibility for early (pre-1800) collections.

**Major accountabilities:**

**Cataloguing**

* 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.

**Collection Management and Collections Care**

* 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).

**Interpretation, Promotion and Public Services**

* Develop expertise in and contribute to interpretation and promotion of the library’s collections, with special responsibility for the early (pre-1800) collections.
* Joint responsibility for reading room services. Assist visiting scholars as required. Answer enquiries concerning librarymaterials, with particular responsibility for the early collections. Contribute to developing the profile of the library within UK and international research communities.
* Contribute content and generate ideas for College Library’s online presence and other communications (blog, Twitter, Collections Journal, etc.). Take special responsibility for maintaining the library’s Twitter account.
* Contribute to the College Collections special exhibitions programme, regularly acting as lead curator for library exhibitions; occasionally act as 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 visiting individuals and groups, 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 increase co-operation between Eton and other institutions.

**Other**

* Contribute to the efficient running of the office.
* Any other duties as may be reasonably expected and which are commensurate with the level of the post

Notes: 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.

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| **Skills and Competencies Required** |
| To be successful in this role, the incumbent should have:* Good undergraduate degree
* Masters qualification in librarianship or information studies, or 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
* Initiative, energy, and enthusiasm, together with a collaborative and cooperative working style
* Excellent written and spoken communication skills
* Excellent organisational skills
* Commitment to accuracy and attention to detail
* Adaptability and flexibility
* Ability to work both independently and as part of a team
* An understanding of academic and research needs

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