

Job Title: Project Cataloguer

Project: Cataloguing the Cloudsley-Thompson library

Contract: Fixed term: two full days a week spread over two months (nominally 15 days in total)
9.30am-5.30pm, with an hour lunch break (flexible working available)

Contract remuneration: £1,500

Reporting to: The Librarian in the Collections Department

Location: The Linnean Society of London, Burlington House Piccadilly, London W1J 0BF

Background

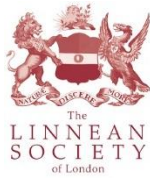
The Linnean Society has been given the library of the noted naturalist John Cloudsley-Thompson. This consists of several thousand books, approximately half of which have been catalogued and processed to date. The Society now seeks to contract in an experienced cataloguer to finish the remainder of the bequest, so that this important resource can be made available to scholars and students.

Key Objectives

1. To catalogue a wide range of library materials from the donation of John Cloudsley-Thompson, with a focus on modern printed collections
2. Contribute to the development, discoverability and accessibility of this unique and distinctive collection

Main Responsibilities

1. Cataloguing and classification, assigning subject and keyword headings, and ensuring catalogue data quality in accordance with library specifications, user needs, and relevant national and international standards
2. The creation of provenance notes to reflect the history of the donated material
3. Keeping up-to-date statistics on progress for submission to the Librarian
4. Working flexibly across a range of material, including serials
5. Follow library guidelines in the safe handling of material in the Collections



Background / Experience sought

Essential

- Sound experience of cataloguing printed/published library materials, including serials
- Excellent knowledge of RDA / AACR2 and MARC 21
- Knowledge and experience of descriptive standards and schema; organizing information; and subject indexing
- Solid experience and good understanding of library systems, particularly cataloguing modules
- Proven ability to manage time effectively, prioritize workload, and meet deadlines

Desirable

- Knowledge and understanding of the Heritage Cirqa library management system
- Detailed knowledge of LCSH and Library of Congress authorities
- Familiarity with the UDC classification scheme
- Experience of working with modern special collections
- An interest in the biological sciences

Application Process

Applications, consisting of an up-to-date CV (including the details of two referees), plus a covering letter outlining your suitability for the role, should be sent to library@linnean.org or by post to The Linnean Society of London, Burlington House, Piccadilly, London W1J 0BF.

The closing date for applications is **midday on Friday 10th April**. We anticipate interviews will be held on Friday 24th April.

Informal enquiries about the role can be sent to the Librarian, Will Beharrell, at will@linnean.org.