Magdalene College
CAMBRIDGE

Library Project Cataloguer (temporary post)

The College

Magdalene College is one of the ancient colleges of the University of Cambridge, admitting students in all subjects, with about 330 undergraduates and about 120 graduate students resident, and approximately 70 teaching and research fellows and lecturers.

Magdalene College has three Libraries and the College Archives. We have recently completed a project to build a new student library and archives centre with greatly enhanced provision. The New Building comprises a superb working library, an Archive Centre with work room and environmentally-controlled storage (including rolling stacks) and an art gallery. There are additional plans to renovate the historic library buildings in first and second court, which will enhance our Old Library and Pepys Library facilities.

**The College Library** is our working library, used by students and Fellows. The Library supplies resources in the form of books, DVDs, and electronic resources, and provides tranquil, well-equipped working spaces, to assist members of the College in their studies. Under normal circumstances, the 450 students and 70 teaching staff of the College have access 24 hours a day, 7 days a week to the Library; and the Library seeks to purchase core books in all subjects. There is seating currently available for about 150 readers as well as office space for staff.

**The Pepys Library** is the collection of 3000 books left to the College by Samuel Pepys when he died in 1703. It is housed on the middle floor of the Pepys Building, along with office space for staff. It is used extensively by scholars and other readers as well as being open to the general public. Pepys Library is open to scholars (by appointment only) from 10am until 1pm and 2pm until 5pm on Monday to Friday. The Pepys Library is open to the public from 2pm to 4pm during University Terms and for the period from the end of the Easter Term
until the second week of September. Tours (normally given by the Pepys Librarian) are arranged between 11am and 1pm on weekdays or in the evening and must be pre-booked. School groups are also pre-booked.

The Old Library is the historic library of the College, and books, papers and a number of special collections. Containing important collections such as the papers of the Ferrar family (seventeenth-century), of A C Benson (early twentieth century) and of the literary critic I A Richards (twentieth-century) as well as an impressive collection of books and maps from medieval manuscripts to fine printing of the present day, the Old Library attracts readers throughout the year. The T S Eliot, Rudyard Kipling and C S Lewis collections are especially popular. The Old Library is open to the public on advertised occasions and for one or more special exhibitions each term.

The College Archives is currently in the process of being moved to the new custom-made Archive Centre. The Archives contain a range of materials relating to the history of the College, including documents, photographs, personal papers, and other items. There is an Archives Handlist (not currently online) which is currently the main finding aid for the collection, however the College has recently joined the new Cambridge ‘ArchivesSpace’ Catalogue to enable the discoverability of the collections. Usually at least one or two of the exhibitions held each year include Archival material.

Reports to: The Deputy Librarian (College Library)

Purpose of Job: Magdalene College New Library has a total stock of over 30,000 volumes, we have received a donation of nearly 1000 History of Art titles as well as additional pamphlets and gallery brochures. The Project Cataloguer will be responsible to the Librarian for cataloguing this donation on the University’s Alma System and processing the items ready for adding to the New Library main collection. The Project Cataloguer will be located mostly in a separate room in 1st court and occasionally in the New Library.

This work is expected to take around 217 hours to complete. The work will be done on a casual and flexible basis over summer 2021 with the post holder agreeing their exact hours of work with the Deputy Librarian.
The Library Team: The Library team currently comprises the Pepys Librarian (Dr Jane Hughes), who is a Fellow; her Deputy (Miss Catherine Sutherland), who is a professional librarian; the College Librarian (Dr Marcus Waithe), who is a Fellow; his Deputy (Mr Tom Sykes), who is a professional librarian; and the Libraries Assistant (Miss Ellie Swire). In addition there is a summer intern (a role in abeyance in 2021), and short-term researchers in the Colleges’ legacies of enslavement project and the Pepys printed catalogue. Other roles are filled from time to time, such as graduate supervisors (evening invigilation of the College Library), and specialist cataloguers.

Main Duties and Responsibilities

1. Creating catalogue records on Alma to full AACR2 (or RDA where applicable) and MARC21 standard.

2. Processing volumes ready for adding to main collection in New Library (adding, barcodes, RFID tags and covering).

3. Associated tasks as required.

Person Specification

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<th>Essential Criteria</th>
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<tr>
<td><strong>Education/Qualifications</strong></td>
<td>Educated to GCSE or equivalent standard</td>
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<td><strong>Experience</strong></td>
<td>Experience of working in a Library environment</td>
<td>Experience of cataloguing History of Art collections</td>
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<td>Experience of library cataloguing in AACR2 and RDA to full MARC21 standard</td>
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<td>Experience of Alma Library Management System</td>
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<td><strong>Skills/Ability/Knowledge</strong></td>
<td>Excellent verbal and written communication skills</td>
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<td>Personal Qualities/Attributes</td>
<td>Helpful manner</td>
<td>Interest in historic libraries and rare books</td>
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<td>High standards of reliability and integrity</td>
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<td>Ability to work to deadlines, and to attend to responsibilities punctually</td>
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**Salary and Conditions**

- The post is offered on a casual basis with the hours worked across summer 2021.

- The post is offered at a salary of £10.62 per hour. Payment will be made upon receipt of time sheets.

- Annual leave shall accrue at a rate of 12.07% of any hours worked. The post holder may apply to take annual leave at any point or shall receive payment for any untaken annual leave on an annual basis.

- The post holder will be eligible for free lunches on their working days when four or more hours are worked (there is no payment in lieu for meals not taken)

*June 2021*

*Registered Charity No. 1137542*