

Project Cataloguer

Appointment: 1 year fixed-term in the first instance

Salary: £21,220.00

Pusey House is seeking a cataloguer to create bibliographic and item records onto Aleph.

About Pusey House

Pusey House was founded to perpetuate the memory of Dr Pusey by affording religious help and counsel to members of the University and by promoting theological study and holiness of life. The House supports the work of the University of Oxford but is a stand-alone registered charity (no. 247627) under the care of a Board of Governors who act as trustees.

The Library and Archive is a key part of the mission of the House, and is founded on the collections of Dr Pusey (1800-1882). The Library has been continually updated with modern scholarly works relating to subjects which were of interest to him, including Anglo-Catholicism, Church history, and Patristics. It now contains 75,000 items, and the rich collections date from 1475 to the present day.

About the Project

Pusey House joined the Bodleian Library-administered [Solo catalogue](#) in summer 2015 with records having been previously only accessible via a card catalogue. The Foyle Foundation, The Pilgrim Trust, The Chichester Theology College Trust and The William Delafield Foundation have awarded grants towards funding the retrospective online cataloguing of the Library's ca. 35,000 post-1820 monographs to improve access and promote use of the unique collections.

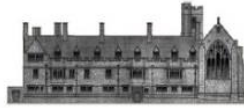
Job Description

Key Roles

- Create bibliographic and item records for 5,000 non-specialist printed books from Pusey House's collection onto Ollis following RDA, Marc21 and local Oxford rules, assigning appropriate subject headings (LCSH) to all records
- Work with the library assistant to ensure items not requiring new cataloguing are also recorded on Solo
- Assist with other administrative tasks associated with cataloguing as required

Other duties

- Assist with Library security and supervision while cataloguing
- Liaise with other members of the House and other library staff in Oxford as necessary
- Carry out other tasks commensurate with grade as directed by the Librarian



Person Specification

Essential

- Ability to catalogue quickly and accurately
- Sound knowledge of RDA, AACR2 and MARC21
- Understanding of the use of Library of Congress Subject Headings in the Humanities
- Good general IT skills (MSWord, email, internet)
- Ability to work on own initiative
- Sympathy with the goals and ethos of Pusey House

Desirable

- Experience of using Aleph bibliographic software, and Oxford local cataloguing practices
- Approved completion of MARC/RDA and LCSH course run by Bodleian Cataloguing Support Services
- Qualification (or working towards qualification) in librarianship or information science
- Experience of working with the public, ideally on a library enquiry desk or as reading room supervisor
- Knowledge of the Oxford Movement and Anglican history
- Working knowledge of a Classical or European language

Benefits include NOW Pension and 26 days holiday a year.

To apply for this role, please send a concise CV with covering letter showing how you match the person specification.

Please also indicate

- any unavailability for the proposed interview dates (week commencing 10th September)
- Full contact details (address, telephone number and email address)
- Names and full contact details of two referees whom we may approach for references. If you do not wish a particular referee to be contacted before you have accepted a conditional offer of employment, please make this clear.

Applications to be received Sunday 26 August 2018 (at midnight).

Interviews Week beginning 10th September 2018

Please send your application to: Anna James, Librarian and Archivist

By email: pusey.librarian@stx.ox.ac.uk.

By post: Pusey House Library, 61 St Giles, Oxford OX1 3LZ