



JOB DESCRIPTION

JOB TITLE: Cataloguer

DEPARTMENT: Royal Collection Trust and Private Secretary's Office

SECTION/BRANCH: Royal Library and Royal Archives

LOCATION: Windsor Castle

REPORTING TO: Curator of Books and Manuscripts

NO. OF DIRECT REPORTS: N/A

Job Context

Royal Collection Trust is the department of the Royal Household charged with the care and preservation of the Royal Collection and its presentation to the public. Of the five departments it is the only one that undertakes its activities without recourse to public funds. It incorporates a charity regulated by the Charity Commission and the Office of the Scottish Charity Regulator, The Royal Collection Trust, and its subsidiary trading company, Royal Collection Enterprises Limited.

The Royal Collection is one of the largest and most important art collections in the world. It comprises almost all aspects of the fine and decorative arts and is spread among some thirteen royal residences and former residences across the UK. At The Queen's Galleries in London and Edinburgh and in the Drawings Gallery at Windsor Castle aspects of the Collection are displayed in a programme of temporary exhibitions. Many works from the Collection are on long-term loan to institutions throughout the UK, and short-term loans are regularly made to exhibitions around the world as part of a commitment to broaden public access and to show parts of the Collection in new contexts. The works of art in the Royal Collection are held by The Queen in trust for her successors and the nation.

Royal Collection Trust is responsible for the management and financial administration of the public opening of Buckingham Palace, Windsor Castle and the Palace of Holyroodhouse. The monies generated from admissions, and from associated commercial activities, are invested in the care and conservation of the Royal Collection and the promotion of access and enjoyment through exhibitions, publications, loans and educational activities. The Royal Library is one of the curatorial sections of Royal Collection Trust with responsibility for the conservation, presentation and interpretation of approximately 190,000 books and manuscripts within the Royal Collection. Most of these are housed in the Royal Library at Windsor Castle, but Clarence House, Sandringham House, Balmoral Castle, and the Palace of Holyroodhouse also have libraries, and working libraries are attached to the several curatorial sections and to sections within other departments, most notably in the Private Secretary's Office. The Librarian is also responsible for approximately 4,500 coins and medals, in addition to bank-notes, seals, insignia and other material.



Royal Collection Trust, York House, St James's Palace, London SW1A 1BQ
T. +44 (0)20 7839 1377, F. +44 (0)20 7839 8168, www.royalcollection.org.uk

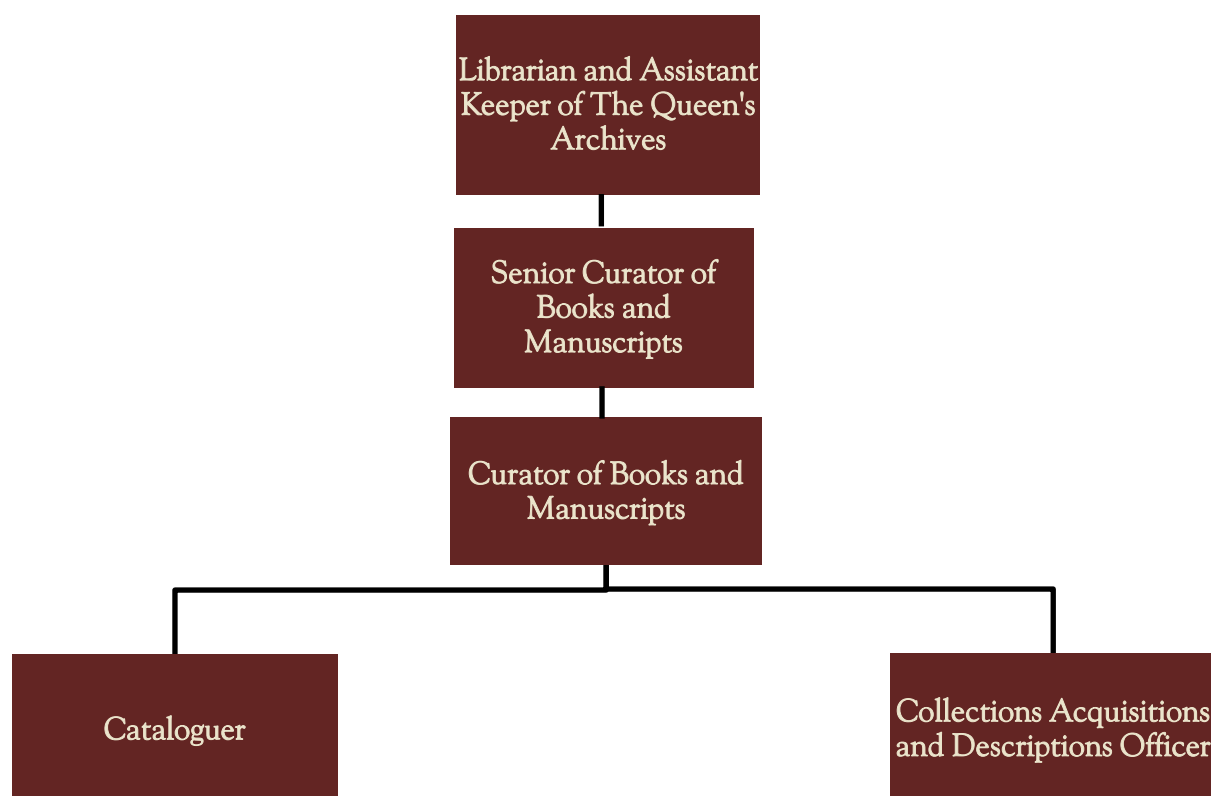
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Based in the Round Tower at Windsor Castle, the Royal Archives is the repository of the official and personal archives of the Sovereign and of Members of the Royal Family over a period spanning almost 250 years. The Royal Archives comprise approximately 3,000,000-5,000,000 items and the collection is growing at a considerable rate. Responsibility for the Royal Archives extends to the creation of a digital archive for the Royal Household. The Private Secretary to The Queen is the Keeper of the Royal Archives and is responsible to The Queen for the papers held and for access to them. It is the task of the Archives to collect and preserve these records; to provide information from, or advice on, them to enquirers.

Organisational Chart



The Cataloguer will report directly to the Curator of Books and Manuscripts and will be a member of the collections team for the Library and Archives. They will work closely with The Librarian, the Bibliographer, the Senior Curator of Books and Manuscripts, the Archives Manager, the Archivists, the Collections Information Assistant and the Collections Acquisitions and Description Officer. They will have contact with all levels of Royal Household Staff. They will have contact with external organisations and will work collaboratively with colleagues within Royal Collection Trust.



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Job Purpose

To act as a member of the Library and Archives collections team, assisting the Librarian and Curators to ensure the cataloguing of historic collections of books, manuscripts and archives. To enhance bibliographic records for Royal Collection Trust's Collection Online website and external library catalogues.

Job Dimensions

There is no line management or budgetary responsibility.

Decision Making Responsibilities

The post holder is expected to make routine decisions during the course of duty, but will refer to the appropriate person when required.

Principal Accountabilities

To update bibliographic records for historic collections of books and manuscripts to agreed standards

To search external bibliographic data sources, retrieving, editing and uploading MARC 21 records into Royal Collection Trust's CMS, creating new MARC records where required, and preparing library records for addition to external library databases (e.g. ISTC, ESTC, COPAC)

To assist the Curators in selecting and preparing book and manuscript material for entry on Royal Collection Online

To catalogue archival material

To work with the Collections Information Assistant, the Archives Manager, and Information Assurance where appropriate to identify Royal Library and Royal Archives cataloguing requirements

Practical Requirements

The post-holder is principally based at Windsor Castle, however he or she may be asked to work at other locations. The standard working hours are 15 per week over two days, Monday to Friday.



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Person Specification

Essential

A professional library qualification (to under-graduate or post-graduate standard) or relevant equivalent experience

Excellent organisational skills and problem-solving capabilities

Experience of applying cataloguing rules, and the ability to apply them methodically and precisely

Experience of using MARC 21

Strong grounding in the history of the book with specialist knowledge of one or more areas relevant to the Royal Collection

Experience with challenges of working with historic books and manuscripts

Ability to work independently without supervision

To maintain concentration and accuracy whilst undertaking repetitive tasks

A working knowledge of one or more foreign language

Good communication and interpersonal skills

Desirable

Degree in relevant academic subject (e.g. History)

Full clean UK driving licence



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