



## JOB DESCRIPTION

**JOB TITLE: Collections Information Assistant (Books and Manuscripts)**

**DEPARTMENT: Royal Collection Trust**

**SECTION/BRANCH: Collections Management**

**LOCATION: Windsor Castle**

**REPORTING TO: Senior Curator or Books and Manuscripts**

### Job Context

The Royal Collection Department 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 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. 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](http://www.royalcollection.org.uk)

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This document is not contractual and may be subject to change following consultation with the post-holder

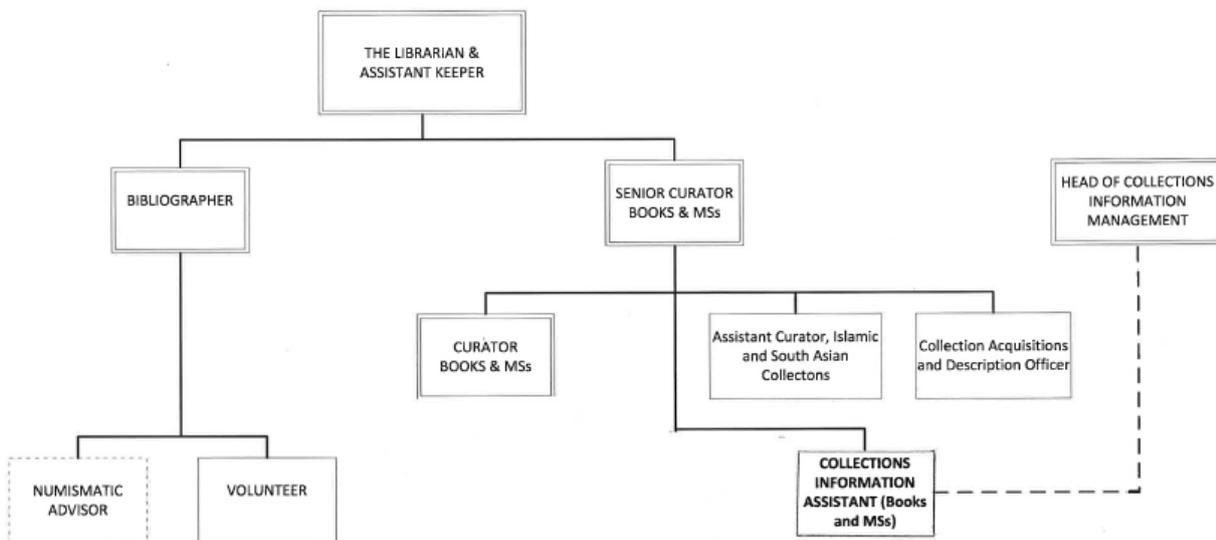


## The Royal Household

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.

The Collections Information team is responsible for ensuring that the Royal Collection is subject to proper custodial control and that the condition of each item in the Collection is properly recorded. As part of these responsibilities the Collections Information Team works at all places where the Royal Collection is located and with all types of object.

### Organisational Chart



Internally, the job holder has contact with all levels of Royal Household Staff across all departments but particularly within the Royal Collection, Royal Library and Royal Archives. The post-holder also forms part of the Collections Information Team and works closely with colleagues in the Print Room, Photographs, Book Conservation, and Photographic Services.

### Job Purpose

To catalogue books and manuscripts and enhance bibliographic records for Royal Collections Trust's 'Collection Online', and external library catalogues. As part of the Collections Information Team to support Library and Archives colleagues to ensure the accuracy of collections data for internal and external audiences.

### Principal Accountabilities

To catalogue historic collections of books, manuscripts and archives (as required) to agreed standards



## The Royal Household

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

To be responsible for the recording of all object moves with the support from Inventory Clerks at Buckingham Palace, Windsor Castle, Hampton Court Palace and the Senior Curator, Palace of Holyroodhouse..

To add exhibition and conservation history, provenance, bibliographic and photographic details (including digital images) to existing database records.

To be responsible for carrying out inventory work and inputting as and when required, in liaison with the Inventory Clerks at Buckingham Palace, Windsor Castle, Hampton Court Palace and the Senior Curator, Palace of Holyroodhouse.

To assist with the sequencing, organisation and upload of new photography to CMS and the DAM (Digital Asset Management system).

Editing indexes (as and when required) and updating appropriate records.

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

To support the timely delivery of new books to sections of Royal Collection Trust and the rest of the Royal Household with the Collections Acquisition and Description Officer.

To assist research into queries from members of the Royal Household, researchers and members of the public on all aspects relating to the Library's holdings.

To assist the Curators as required in the preparation of displays of books and to accompany visiting groups around the Royal Library, explaining the items on display and the historical background.

To organise the storage of books in libraries, liaising with Curators and Conservators.

To support the Curators with the preparation of Salvage lists for libraries

To assist in the testing of 'patches' and upgrades to the Collections Management System

### **Job Dimensions**

The job holder has no line management or budgetary responsibility.

### **Decision Making Responsibilities**

The post-holder will resolve most day-to-day issues that arise in the course of duty but will refer regularly to your manager on matters relating to policy or in determining strategy.

### **Practical Requirements**

The post-holder is principally based at Windsor Castle, however, on occasion he or she may be asked to work in at other locations. The standard working hours are 37.5 per week, Monday to Friday, 09:00 –



17:30.

## Person Specification

### Essential

Degree educated, with a professional library qualification (to under-graduate or post-graduate standard) or equivalent experience

Computer literate and familiar with library/collections management systems.

Experience of cataloguing with MARC 21, AACR2 and having an awareness of modern bibliographic cataloguing principles with the ability to apply cataloguing rules methodically and accurately.

A broad knowledge of British history.

Excellent organisational skills and problem-solving capabilities

Awareness of conservation issues and the challenges of working with historic books and manuscripts

Proactive with the ability to use initiative and work independently without constant supervision

Self-motivation and the ability to maintain concentration and accuracy whilst undertaking repetitive tasks

A working knowledge of one or more foreign language.

Strong communication skills and the ability to build effective working relationships with a wide range of people.

### Desirable

Full clean UK driving licence