

Library Cataloguer

The Honourable Society of the Middle Temple - City of London

Permanent

Salary £23-25k plus excellent benefits

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and amenities. One of these is Middle Temple's library which provides access to 250,000 books, journals and law reports as well as a variety of online legal databases to members of the Inns.

We are now looking to recruit a library cataloguer who will be responsible for managing and maintaining the library's catalogue. The role will include cataloguing all incoming material, maintaining and updating records, and delivering a first class professional service to members.

It is essential that you have a relevant degree or equivalent experience. You will have a minimum of 3 years' experience working in a library or other legal services environment providing similar services and possess a full range of librarianship skills. You will be comfortable communicating with people at all levels (including very senior barristers, judges and other distinguished individuals from various backgrounds).

The successful candidate will enjoy excellent benefits including a generous pension scheme, private medical and life cover as well as a generous leave allowance.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Lisa O'Daly at: recruitment@middletemple.org.uk.

The closing date for receipt of applications is **Sunday, 1 June 2014.**

The Honourable Society of the Middle Temple is an Equal Opportunities Employer.



JOB DESCRIPTION

Job Title:	Cataloguer
Department:	Library
Reporting to:	The Keeper of the Library
Location:	The Honourable Society of the Middle Temple
Job Purpose:	To manage and maintain the library's catalogue. To catalogue all incoming material, maintain and update records, and deliver a first class professional service to members.
Hours of work:	Full time – 40 hours per week, within the current opening hours:

Legal Term

Monday – Thursday 9.00am – 8.00pm

Friday – 9.00 – 7.00pm

Every 4th Saturday – 10.00am – 5.00pm

Legal Vacation

Monday – Friday 9.00am – 5.30pm

Background

Middle Temple is one of the four Inns of Court, responsible for the training and qualification of barristers. It also manages a large commercial estate within the City of London from which barristers practice. Other facilities of the Inn include an Elizabethan dining hall, meeting rooms, a renowned legal library, a large garden and the historic Temple Church. The Inn has approximately 7,000 practising members (mainly barristers and judges) and about 500 students of various nationalities studying for the Bar.

The Under Treasurer is the Inn's Chief Executive Officer, with overall responsibility for the management and delivery of all the Inn's activities, who is supported by a full-time staff of 90 including a senior management team responsible for the following areas: Finance, Education, Estates, Events, Library and Archive and IT.

Organisational Relationships

Working closely with the Keeper of the Library, collaborating with staff members across the Inn and with external organisations

Main Duties

Cataloguing

- Cataloguing all incoming new material to AACR2 standards
- Recataloguing material for any item moved within the library
- Maintaining and updating existing catalogue records
- Serial tracings and modification of subfields
- Adding journal/serial records and creating hyperlinks
- Standardising catalogue records
- Maintenance of authority file records
- Producing inventory reports
- Retrospective cataloguing of basement material
- Keeping up to date with catalogue upgrades and liaising with the IT department
- Liaising with SirsiDynix and its Users group
- Notifying the Keeper of the Library of new SirsiDynix software, versions and modules
- Liaising with other Inns Cataloguers to discuss the future role and development of their cataloguing systems and future co-operation
- Running maintenance and technical reports from Workflows
- Giving training in the library network as required

Enquiry Desk Duties

- Helping members with their enquiries
- Distance service enquiries
- Carrying out looseleafing and other library routines
- Shelving and keeping the library tidy and in order

Other Duties

- Moving stock around the library, re-cataloguing and renumbering individual items
- Upkeep of library equipment, ordering supplies and contacting maintenance / repair services when necessary
- To undertake such other tasks as appropriate, that may be reasonably required

Person Specification

Skills & Experience	Essential	Desirable
Qualifications & Experience	<p>Library and information degree or equivalent skill and experience.</p> <p>At least three years' experience in a law library or other legal environment providing similar services.</p>	<p>Legal knowledge.</p> <p>Knowledge of the Inns and its functions.</p>
Skills	<p>Full range of librarianship skills including:</p> <p>Thorough knowledge of AACR2 and MARC21.</p> <p>Knowledge of ISO 23950 and OCLC Z39.50.</p> <p>Knowledge of BNB, COPAC and other Bibliographic records.</p> <p>Knowledge of SirsiDynix IT network and familiar with general IT networks and their maintenance.</p> <p>Knowledge of RDA Cataloguing Rules.</p> <p>Knowledge of copyright and data protection legislation.</p> <p>Research abilities.</p> <p>Excellent administrative skills.</p> <p>Sound knowledge of Word, Outlook, Excel.</p> <p>Excellent communication skills, both oral and written.</p> <p>Ability to manage conflicting and competing demands effectively.</p> <p>Ability to use initiative to solve problems and find resolutions.</p> <p>Ability to communicate effectively and appropriately with people at all levels (including very senior barristers, judges, distinguished individuals from various backgrounds), and to remain at ease in a high profile environment.</p>	<p>Knowledge of Health and Safety procedures.</p> <p>Manual Handling trained.</p>
Personal Qualities:	<p>Highly customer service-oriented.</p> <p>Calm under pressure, patient and measured.</p> <p>Collaborative, cooperative and able to make and sustain positive relationships with colleagues.</p> <p>Able to win and maintain the trust and respect of others.</p> <p>Discrete and tactful</p>	