



LIVING CONSERVATION

Retrospective Book Cataloguer

MAIN PURPOSE OF JOB

Cataloguing books onto the ZSL Library online catalogue - A key role in helping ZSL to deliver the strategic goal of facilitating access to zoological and conservation knowledge.

MAIN DUTIES AND RESPONSIBILITIES

1) Retrospective cataloguing of books

The Retrospective Book Cataloguer will produce online catalogue records for all books currently in ZSL Library for which there is an existing card record.

The resulting records will be publicly accessible via ZSL's website using EOSWeb software. The books will be catalogued to the recognised standards in AACR2 and classified using ZSL's own classification system which is an adapted version of the Bliss system.

The books to be catalogued are mainly published between 1860 and 1990. The Retrospective Book Cataloguer will:-

- Retrieve relevant cards from the existing catalogue
- Check whether there is an existing online catalogue record
- Shelf check books and assess their relevance
- Create online catalogue records on the EOSWeb Library Management System in accordance with AACR2, MARC 21 format. Add the existing subject codes and terms
- Reshelve the books

2) Author Authority File Control

Maintain and update Author authority file, adding cross-references as required.

3) Progress Reports

The Retrospective Book Cataloguer will provide regular progress reports to the Librarian and Library Advisory Group ensuring that they are meeting targets.

4) Reading Room Supervisor

Take charge of the Reading Room as timetabled and/or if another member of library staff is busy elsewhere, generally for at least 10% of working hours. However this amount increases in periods of staff absence.

During this time the 'Duty Librarian' :-

- a) is responsible for the security of library stock, (the most valuable asset of ZSL), and checks the credentials of library users and checks the services they are entitled to use and the areas they can access
- b) is responsible for the safety of all library users e.g. in the event of fire. Keeps track of the visitors in the Library and people accessing the basement areas
- c) responsible for changing the date stamps and recording library use
- d) opening post received that day and accessioning journals arriving in the post
- e) deals with the issue and return of material borrowed by library users
- f) answers information enquiries from members of ZSL, ZSL staff, the general public, by telephone, by email and in the Library
- g) assists library users in making effective use of the library, explaining the use of the catalogues, computer, CD-ROMs, photocopier
- h) deals with payments from sales of duplicate books, photocopy payments, card sales etc.
- i) deals with problems with the Library photocopier, explaining its use to new visitors, adds paper as required and clears paper jams.

Whilst carrying out these duties in the Reading Room the 'Duty Librarian' is in constant contact with public, both people visiting the Library and telephone enquirers.

While away from the main library desk, all library staff must expect to be constantly interrupted to retrieve items for library users and to provide additional help in the Reading Room during busy periods.

5) Securing premises

Locking and unlocking Library entrances and setting alarms and/when the other Library staff are absent or busy elsewhere.

6) Any other related tasks.

PERSON SPECIFICATION

- A relevant qualification in library and information studies
- Cataloguing experience and working knowledge of AACR2 and Marc 21 standards
- Experience of working in a library environment
- Experience of managing volunteers (desirable)
- ICT skills (including use of Word, Excel, Outlook)

- Good interpersonal and customer care skills
- Good communication skills (verbal and written)
- Prioritisation skills and ability to manage own workload
- Self-motivated
- Methodical approach to work

Reports to: Librarian

10 February 2010