



Job description

- Job title:** Rare Books Cataloguer
- Reporting to:** Head of Archives and Historic Collections (and indirectly to the family, directors and trustees)
- Contract:** Fixed term contract (1 year), full-time, with the possibility of extension (we are open to discussing flexible options)
- Location:** Hatfield House, Hertfordshire
- Start date:** 8 July 2019 (but flexible)

Introduction:

Hatfield House, which sits in its own park in south Hertfordshire, has been the home of the Cecil family for over 400 years. The house and gardens are open to the public from Easter until September and the park is open to local residents throughout the year. The house is also home to historic archive, book and object collections, which have been collected by members of the family over the last four centuries.

The library collection consists of approximately 30,000 books, a third of which are in the Main Library, which is part of the visitor route through the house. They date from the early days of printing and represent the collecting activity of many generations of the Cecil family, from Lord Burghley to the present Marquess. The strength of the book collections lies not only in early printing and the association of books with well-known historical figures such as Lord Burghley and his son, the First Earl of Salisbury, but also in the great volume of 19th and 20th century material, which reflects the interests of later members of the family.

The role will involve working in the Archives and Historic Collections Department (currently three part-time staff members) who manage the archive, book and object collections. A number of catalogues exist for the collection, however none are comprehensive and most are not up to date. The successful candidate will be responsible for creating the first comprehensive digital catalogue for the collection.

Purpose of Role:

To produce a basic shelf list of the library collection at Hatfield House in order to gain a better understanding of what is in the collection and in preparation for conserving parts of the collection and moving books into new library rooms.

Main responsibilities:

- Create a shelf list of all books in the house.
- To measure and record the dimensions of all books.
- To create a basic record of preservation and conservation requirements for the collection.
- To contribute to plans for creating new library rooms in Hatfield House.
- To assist with project planning for moving the book collections.
- To assist in trialling and procuring a Library Management System.
- To assist in scoping further detailed cataloguing projects for the library collections.
- To follow the Estate's Health and Safety procedures and guidelines, particularly with regards to working at height, manual handling and lone working.
- To assist with other duties of the Archives and Historic Collections Department as required.

Person specification

	Essential	Desirable
Qualifications		
Degree in relevant subject	✓	
Post-graduate qualification in Librarianship	✓	
Experience and knowledge		
Good understanding of historical bibliography and book production	✓	
Basic understanding of book conservation issues and awareness of good handling practice	✓	
Working knowledge of Latin and French	✓	
Working knowledge of another European language		✓
Experience of rare books cataloguing in MARC21	✓	
Use of common standards such as DCRM (B), LCSH and RBMS thesauri	✓	
Experience of undertaking provenance research	✓	
Experience of dating and describing historic bindings	✓	
Understanding of the history of historic house libraries		✓
Understanding of the social, political and cultural history of the British Isles and Western Europe from the 15 th century to the 20 th century		✓
Skills		
High degree of IT literacy: proficiency in using a wide variety of software (including Office)	✓	
Experience in using specialised software for cataloguing books (LMS)		✓
The ability to work independently with accuracy and attention to detail and to prioritise workloads to meet deadlines	✓	
Personal qualities		
Ability to share information about the book collections with a range of audiences, including the owner, Collections colleagues, room guides and visitors	✓	
A sensitive attitude to working in a family home	✓	



Please send an up to date CV and covering letter to:

Vicki Perry,
Head of Archives and Historic Collections
Hatfield House
Hatfield,
Herts, AL9 5NF
or by email to: v.perry@hatfield-house.co.uk

Closing date: Friday 31 May 2019

Interviews: Expected to be Wednesday 12 June 2019

Privacy: Please read our privacy notice here: <http://www.hatfield-house.co.uk/privacy-notice/> in order to find out how we process the personal information that you supply to us with your application. In addition to the 3rd parties in the notice, we will also share your application with a consultant, who will be assisting us with the recruitment process.