



## THE CLOTHWORKERS' COMPANY

### CATALOGUER

The Clothworkers' Company, one of the Great Twelve Livery Companies of the City of London, is seeking to recruit a cataloguer on a temporary basis to create an automated catalogue of its Library.

The Library at Clothworkers' Hall was created after 1941 following the bombing of its Victorian predecessor. It comprises approximately 2500 books relating to the Company and its members, the history of London and other livery companies, textiles and other areas in which the Company has been involved, for example education and charitable giving. There are also a small number of works of antiquarian interest.

The Library is a reference resource used by staff and members.

At present a basic card index exists for works acquired before 2000. This index records title, author, date of publication and shelfmark only. The Library is currently arranged loosely by subject matter but it is anticipated that some reorganization of the stock might be required. Recent acquisitions of books have not yet been added into the Library, which also requires some weeding.

As a solo Cataloguer, you will be responsible for implementing a basic classification scheme for the Library and cataloguing and subject indexing the books to agreed standards using CALM, the software used for archive cataloguing (full training will be provided). You will also be responsible for weeding superfluous material and processing new accessions.

The post is available on a full time basis for a period of approximately 4 months. You will report to the Company Archivist.

#### **Job description:**

- Implement a basic classification scheme for the Library and reorder books as necessary. An outline scheme based upon the Dewey Decimal Classification scheme has been devised: however, this may require some further refinement.

- Weed out duplicate, out of date or surplus material according to our collections management policy.
- Process and introduce new acquisitions to the Library.
- Catalogue and classify all books to agreed standards using CALM, an automated system for archive cataloguing.
- Subject index all books. Subject indexing will be based upon the UNESCO thesaurus provided, used in conjunction with CALM. You will also create authority entries for names and places as required. Name and place authorities are based on recognised archival standards (The NCA Rules for the Construction of Personal, Place and Corporate names and ISAAR(CPF)).
- Provide advice on any necessary conservation or binding work required.
- Make recommendations for new acquisitions to improve the coverage of the collection.

**Person specification:**

You must have a recognised qualification in library studies and experience of cataloguing, classifying and indexing books in an automated environment.

Fast and accurate typing skills are essential as is a high standard of computer literacy and the ability to adapt to in-house standards. You must also be flexible, motivated and able to work as part of a small team.

To apply for this position please send a full CV and covering letter explaining how you meet the requirements of the post to: Andrew Woods, Assistant Clerk, Clothworkers' Hall, Dunster Court, Mincing Lane, London, EC3R 7AH or by email to [andrewwoods@clothworkers.co.uk](mailto:andrewwoods@clothworkers.co.uk)

Closing date for applications: Friday 27<sup>th</sup> June.

Interview date: Friday 11<sup>th</sup> July

Start date: as soon as possible.