



Job Description

- Title:** Assistant Librarian- Cataloguer
- Reporting to:** Foundation Director
- Job Purpose:** This fixed-term contract is required to catalogue items (monographs, journals, images and ephemera) in the Library.
- Nature & Scope:** The RDS Library has approximately 100,000 books (mostly all on the computer catalogue) and approximately 100,000 serials in 1,500 titles (mostly not catalogued).
- The RDS Library uses the Horizon Library System, Marc 21, AACR2 and add Library of Congress Subject Headings to all records, in order to increase subject access to the Catalogue. The Cataloguing team includes one other Assistant Librarian.

Key Responsibilities

1. Create original catalogue records for uncatalogued and new items and check items already catalogued: add Library of Congress Subject Headings to all records.
2. Assist in all the administration of the newly created Cataloguing Procedures Manual for the use of all Cataloguing staff. Ensure the Manual is kept up to date with any specific changes that may occur over time.
3. Become fully familiar and proficient in the RDS Horizon Library system and ensure system is maintained and updated as and when required.
4. Become fully familiar with the RDS internal communications systems (such as email, HR, Finance Procedures and such like) and ensure compliance at all times.
5. Be fully available to assist on the Horse Show Information Desk with other library staff or undertake other tasks during the Annual Dublin Horse Show.
6. Assist in any other library tasks as outlined in the Library Development Strategy.
7. Participating in any other RDS projects, events or activities as directed by the Foundation Director and/or Chief Executive.

Person Specification

Personal Attributes

- Flexible and adaptable person who enjoys working with others and being part of a close knit team but who also has the ability to work on their own. Working independently is essential.
- Proven attention to detail
- Ability to work efficiently, methodically and in an organised manner.

Qualifications:

- A primary degree, in a Humanities subject such as English, History, Art History.
- Third level professional qualification in Librarianship, recognized by the Library Association of Ireland.

Experience:

- At least two year's full-time cataloguing experience using the following standards:
 - Library of Congress Subject Headings
 - AACR2
 - Dewey Decimal classification scheme
 - Marc 21
- Proven experience using a computerised library system (experience using the Horizon library system would be particularly advantageous).
- At least two year's working experience in Microsoft Office (Excel, Word, Outlook).
- Experience using a database application such as Filemaker.

Skills:

- Demonstrably strong organisational administration skills
- Good communication and interpersonal skills.

Note: this role will involve some handling of dusty material, heights (ladder) and occasional working in tight/enclosed spaces