



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Project Cataloguer, Metadata Team
Fixed-Term/Permanent: Fixed term 6 months FTE

Department/Division: Library, Digital Scholarship and Innovation Group
Accountable to: Assistant Librarian, Metadata

Job Summary

The Library has received a donation of approximately 7000 items from LSE's Canada Blanch Centre. The focus of the collection is the history and politics of Spain in the early and mid-Twentieth Century and particularly the Spanish Civil War. It is estimated to be around 70% in Spanish, with the rest in English, French and Catalan.

Based in the Library's Metadata Team the postholder will be responsible for cataloguing the collection by downloading or creating records which meet AACR2, RDA and MARC21 standards.

Duties and Responsibilities

- Downloading records from external databases to the Alma Library Management system and editing as required (to the standards below).
- Original cataloguing, in the absence of any suitable external record, to RDA and MARC21 standards, adhering to controlled vocabularies FAST and LCNAF.
- Keeping statistics on work completed and reporting to the Assistant Librarian, Metadata.
- Participating in team meetings.

Working hours

This role involves cataloguing physical materials, so requires being on campus, and will be based in LSE Library. Core working hours are between 10am and 4pm with flexibility for working hours between 7am and 7pm.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and



economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.

November 2022