**Role Title: Cataloguing Co-ordinator**

**Reporting to: Hub Project Manager**

**Salary:** **Pay Point E - £24,582**

**Role purpose**

The aim of this post is to enable people to find and access digitised sound recordings. The role holder will create and amend catalogue records and other metadata, conduct rights clearance activities and oversee the day to day digital data workflows. This post is part of “Unlocking Our Sound Heritage”, an ambitious project funded by the Heritage Lottery Fund and led by the British Library in conjunction with national and regional partners across the UK.

This post will be part of a small team based at a new sound hub at National Library of Scotland at Kelvin Hall, Glasgow, with the aim to digitise, catalogue and clear rights for 5,000 sound items currently held by organisations across Scotland.

The role will be responsible for the production of catalogue records and associated metadata for audio material that is being digitised as part of this project. This will include material held by the Library and from other contributing partners. It will create content packages for the British Library’s Digital Library System (DLS) according to agreed procedures and targets, oversee data relating to rights ownership according to agreed guidelines and procedures, and carry out quality checking of catalogue and other records being created for this project.

**Duties and Responsibilities**

The post holder will:

* create and amend records for the Library’s catalogue for sound material involved in this project
* document physical sound recordings on loan to the Library and ensure that they are returned in a timely manner
* structure content packages for the British Library’s Digital Library System (DLS) according to defined BL procedures and ensure that the data is submitted in the required format

* oversee the identification and recording of rights holders and permission requests to ensure accuracy and that an audit trail of due diligence is maintained
* ensure that collection items and material on loan are appropriately handled, cared for and returned in a timely manner
* monitor the creation of descriptive metadata undertaken by volunteers and others to ensure that it meets the agreed quality standards
* produce reports on progress to the National Library of Scotland and the project team at the British Library
* respond to enquiries from the wider project team to assist with other aspects of the project including learning and public engagement activities
* assist in the project management of programmes of work, liaising with the Hub Project Manager and team as necessary

The post holder is expected to demonstrate a willingness to take on a range of tasks and to develop new skills, as appropriate, to support the delivery of the project as required by their line manager.

**Core Competencies**

**Delivering Results (Core) –** Take personal responsibility for achieving the right results for the Library

**Customer Focus (Core) –** Understand and, within our capability, meet actual and potential internal and external customers’ needs

**Collaborative Working (Core) –** Working together effectively to achieve common goals through sharing skills, knowledge and information. Collaborating with others to improve services and reduce costs

**Person specification:**

**Skills, abilities and knowledge**

**Essential**

* Relevant degree-level qualification or equivalent experience
* Excellent time-management skills
* Excellent oral and written communication skills
* Ability to record information in a consistent and accurate manner
* Cataloguing skills including the ability to catalogue audio materials to appropriate standards (including AACR2 and MARC)
* Ability to use local MARC format and other cataloguing standards developed to meet the needs of the sound collections, as required
* Excellent IT skills, including web-based skills

**Desirable**

* Qualified information professional (Chartered Librarian or Archivist or equivalent)
* Knowledge and experience of cataloguing recorded sound
* Knowledge of rights identification and clearance

**Personal qualities**

**Essential**

* The ability to work within a small and interdependent team
* An interest and enthusiasm for recorded sound
* Considerate and patient attitude to working with others

**Experience**

**Essential**

* Experience of cataloguing in a library, archive, museum or other similar environment
* Experience of mapping and manipulating metadata or catalogue data
* Experience of managing or working with volunteers

**Desirable**

* Significant experience of clearing rights
* Experience of curation and/or use of audio archives

**Further Information:**

This is a fixed term post of three years. The project is supported by the National Lottery through the Heritage Lottery Fund.

Applications to be submitted via our recruitment site: <http://www.nls.engageats.co.uk/Welcome.aspx>

Applicants are asked to provide a written statement saying how their skills match the person specification and demonstrate the value and relevance of their experience to the post.

**Selection Procedures:** The applicants who meet the criteria based on the job description and the person specification and who demonstrate this in their written statement will be selected for interview**.**

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.