



EXETER COLLEGE, OXFORD

Early Printed Books Cataloguer

Salary: within a range £34,982 - £40,855 per annum (pro-rata)

Part time (15 hours per week)

Fixed-term contract

Further Particulars

Introduction

Exeter College was founded in 1314 and is one of the oldest colleges in Oxford. It is located on the corner of Broad Street and Turl Street in the heart of the city. In March 2017 the College opened its “third quadrangle” in Walton Street, a few minutes’ walk away from the historic Turl Street site, which provides substantial lecture, seminar, and meeting room and social space, along with academic offices and student accommodation. The working environment is very congenial and Exeter has a reputation for being small, friendly, and maintaining consistently high academic standards.

The College is governed by a Rector and c. 60 Fellows, and has around 360 undergraduate students, 26 visiting undergraduate students, and 260 students engaged in postgraduate studies.

About the Library

Exeter College Library comprises a busy, student lending library of c.40,000 volumes at its central Oxford site, and a purpose-built library in Jericho housing the college’s extensive special collections and archive.

The library’s special collections date from the 12th to the 20th centuries. The collection of early printed books includes 75 incunables (books printed before 1500) and other rare works, some unique to Exeter College.

We are seeking to appoint an early printed books cataloguer to add to the catalogue of the library’s early printed books, contributing records to SOLO and maintaining a high standard of copy-specific information.

Purpose and Objectives of the Post

To catalogue early printed items in the College Library Special Collections to Bodleian standards, with a high level of copy-specific information.

The postholder will be based in our Special Collections Library at Cohen Quad in Jericho.

Candidates should note that the work involves occasionally using ladders, and lifting and carrying large boxed volumes.

Principal Responsibilities

1. To create or update bibliographic records for Exeter’s early printed collections on Alma.
2. To research and record detailed copy-specific information for the collections on Alma.

3. To check and update the College's holdings on ESTC where appropriate.
4. To support and train colleagues in the library team to catalogue to Oxford's local standards for early printed books.
5. To contribute to talks, exhibitions, publications and public outreach where necessary.
6. To collect statistics on the numbers of books catalogued for report to the College Librarian on a regular basis, and to provide details of any highlights or items of particular interest.

The postholder will also be expected to carry out such other duties as the College Librarian may from time to time request, commensurate with the level and responsibilities of the post. The duties listed above may be varied from time to time without changing the essential character of the post.

Further Details

Department:	College Library
Responsible to:	College Librarian
Liaison with:	The Collegiate body and external stakeholders.
Probation:	The initial appointment is subject to a probationary period of 3 months.
Duration:	This is a 56-week fixed-term contract, to provide assistance with a specific time-limited cataloguing project. The post is immediately available.
Notice period:	One month
Salary:	within a range £34,982 to £40,855 per annum (pro-rata)
Pension:	The postholder will be automatically enrolled in the Universities Superannuation Scheme (USS) unless they elect not to join.
Hours of work:	15 hours per week. We envisage that the postholder will normally work on 2 days per week. Work will take place within the hours of 8am - 6pm each day, but specific work patterns will be as agreed with the College Librarian.
Place of work:	The main working location will be the Cohen Quad site in Jericho (c. 5-10 minute walk from Oxford city centre).
Annual Leave:	pro-rata equivalent of 38 days per annum (For a permanent employee, this comprises a basic entitlement of 25 days, plus 8 public/bank holidays, plus 5 days to be taken during any shut down period, which is normally the period between Christmas and New Year). All annual leave must be taken in agreement with the College Librarian.

Equality & Diversity Statement

Exeter College welcomes diversity among its staff, students and visitors, recognising the particular contributions to the achievement of the College's mission which can be made by individuals from a wide range of backgrounds and experiences. Exeter College aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership, pregnancy, or maternity. In all cases, ability to perform the job will be the primary consideration. The College will make such adjustments to the application procedure, workplace and working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

The College's policies on equality and diversity are available from the College's website: <http://www.exeter.ox.ac.uk/equality-and-diversity/>.

The prospective employee must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences.

How to Apply

The closing date for applications is **12pm (noon) on Friday 27 June 2025**. We anticipate that interviews will take place in Exeter College, Oxford, as soon as possible thereafter.

Applications must include:

- (i) a covering letter providing any additional information that the candidate may wish the panel to consider about their motivations, skills and experience.
- (ii) a current Curriculum Vitae.

Applicants are also asked to complete and return a Recruitment Monitoring form (available from the College website), provided that they are happy to do so.

Candidates are encouraged to submit all application materials by email to vacancies@exeter.ox.ac.uk. If possible, applications should be submitted as one or more PDF file(s).

Informal enquiries about this post are welcome and may be directed in the first instance to the College Librarian (joanna.bowring@exeter.ox.ac.uk). Any such enquiries will be treated in confidence and will not form part of the selection process.

The policy and practice of the College require that entry into employment within the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post. Information regarding the way we process your 'personal data', as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found in the Privacy Policy published on our website at <https://www.exeter.ox.ac.uk/governance/>.

PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications	<ol style="list-style-type: none"> 1. Educated to degree standard, or equivalent competence gained through qualifications or relevant professional experience 2. A relevant qualification in libraries, archives, or historical and descriptive bibliography 	
Experience	<ol style="list-style-type: none"> 1. Practical experience of cataloguing early printed books, using DCRM, MARC 21, and RDA 2. Practical experience of researching and recording copy-specific information for early printed books 	<ol style="list-style-type: none"> 1. Experience of working in academic libraries
Skills and knowledge	<ol style="list-style-type: none"> 1. Informed understanding of early printed book production 2. Working knowledge of the ESTC (English Short Title Catalogue) 3. Understanding of good practice in handling and preservation methods for special collections 4. Good time management, and the ability to successfully work to targets 5. Excellent attention to detail and high levels of accuracy 6. Excellent communication skills (written and spoken) in the English language 7. Ability and willingness to work independently (without supervision), as well as part of a team 8. Ability to solve problems and to take a creative approach to work 9. Strong IT skills including MS Outlook, Word and Excel 	<ol style="list-style-type: none"> 1. Detailed knowledge of early modern history and print culture 2. Knowledge of early modern palaeography 3. Ability to read Latin
Personal qualities		