



JOB DESCRIPTION

Section 1 – Description

Job Title: Project Library Cataloguer

Location: Royal College of Physicians of Edinburgh (RCPE), 11 Queen Street, Edinburgh

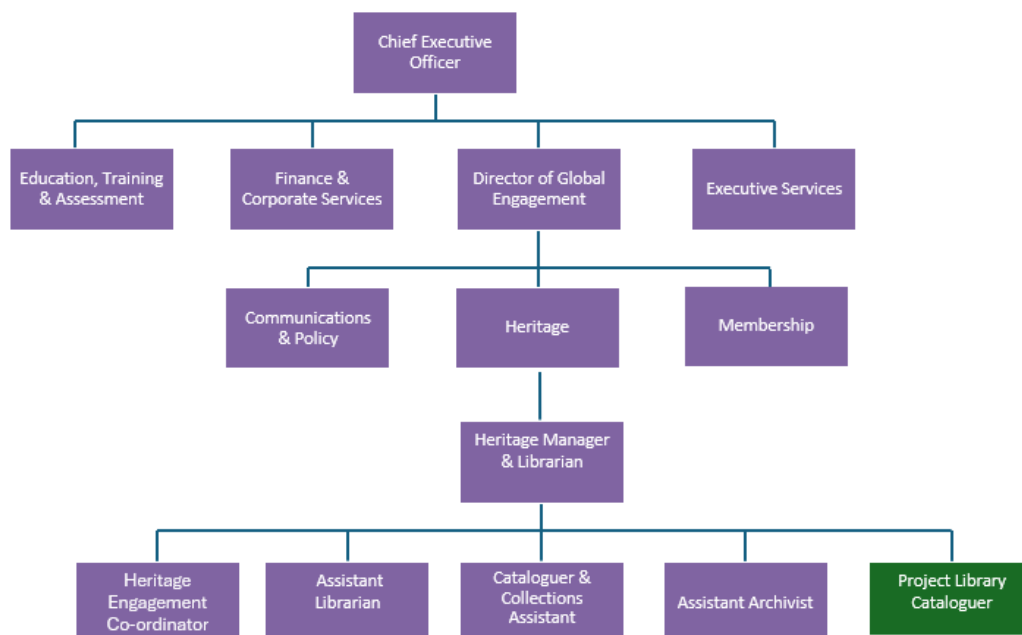
Reports to: Heritage Manager and Librarian

Date: May 2026

Section 2 - Job Purpose

To catalogue modern (post-1900) library collections to agreed professional standards onto the College's online library catalogue Liberty.

Section 3 - Organisation Chart



Section 4 - Dimensions

- To be responsible for producing accurate catalogue records.
- Updating cataloguing guidelines where appropriate.
- Cataloguing target for this role during the duration of this contract is 4,000 books.

Section 5 - Main Responsibilities

- Cataloguing modern library collections onto the College's online library catalogue.
- Decide how Anglo-American Cataloguing rules are implemented in cataloguing the collection.
- Working closely with the College's permanent Library Cataloguer, who will provide guidance on inhouse styles and processes.
- Identifying and incorporating updates to inhouse cataloguing guidelines.
- Undertaking any related duties as required by the Heritage Manager and Librarian.

Section 6 - Planning and Organising

Planning and organisation of daily activity is self-directed under the overall supervision of the Heritage Manager and Librarian, who will liaise with other colleagues in the team over priorities and workload.

Section 7 - Decision Making

- Responsible for using professional judgement to determine how cataloguing standards are implemented.
- Responsible for day-to-day organisation of own workload.

Section 8 - Internal and External Relationships

Internal

Global Engagement team

Colleagues across RCPE departments

External

Not applicable

Section 9 – Person Specification: Knowledge, Skills and Experience Required

Essential

- Degree or postgraduate qualification in library/information science.
- Highly motivated cataloguer with a high level of accuracy.
- Ability to organise own workload and work to challenging deadlines.
- Well-developed IT skills.
- Good knowledge and experience of Anglo-American Cataloguing Rules (AACR2) standards and Machine-Readable Cataloguing (MARC) format.
- Knowledge and experience of DCRB, ESTC, MeSH and LCSH.

Desirable

- Interest in the history of medicine.

Section 10 - Job Context and Special Features

The College holds approximately 85,000 printed items. At present around 65,000 of these items are individually catalogued onto online collection catalogues. The College's permanent Library Cataloguer is focused on cataloguing pre-1900 materials, with the aim of this Project Library Cataloguer role being to focus on cataloguing modern collections.

This job description will be updated and amended from time to time in accordance with the requirements of the job and the changing needs of the College.