



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Manuscript Cataloguer - Roth Collection**

**Special Collections, Leeds University Library**



**Salary: Grade 7 (£33,199 - £39,609 p.a.)**

**Reference: CSLIB1193**

**Full time fixed-term for 14 months from appointment**

**We will consider flexible working arrangements**



## Manuscript Cataloguer - Roth Collection Special Collections, Leeds University Library

**Are you an experienced manuscript and rare book cataloguer? Do you have an interest in Hebrew and Jewish studies? Would you like the opportunity to work with a significant historical collection of Judaica and Hebraica?**

The University of Leeds Library has received funding to create high quality catalogues and indexes for the Roth Collection of Judaica and Hebraica.

Cecil Roth (1899-1970) was the foremost historian of Jewish history in Great Britain. Working between 1925 and 1970, his most lasting achievements are his editorship of the seminal *Encyclopaedia Judaica*, and his book *Jewish Art*, which took a new approach to art historical enquiry.

Roth's personal library is housed in Special Collections at the University of Leeds. His collection comprises medieval and early modern manuscripts and rare printed books, pamphlets and ephemera relating to Jewish life, history, liturgy and culture. However, inadequacies in the current catalogue make his collection difficult to search.

You will catalogue the medieval, post-medieval, and early modern manuscripts in the Roth Collection and upgrade the existing catalogue records for the pre-1851 printed books.

### What does the role entail?

As Manuscript Cataloguer - Roth Collection your main duties will include:

- Creating catalogue records for the medieval, post-medieval and early modern manuscripts in the Roth Collection using the collections management system Emu;
- Identifying and recording the content, script type, language, authorship, and other significant features of manuscripts;
- Enhancing the catalogue records for the pre-1851 printed books in the Roth Collection according to MARC21 and RDA standards using the library management system Alma;
- Identifying and recording book bindings, marks of provenance, annotations and use;



- Carrying out bibliographical, codicological and palaeographical research;
- Consulting standard printed and online resources for research into Hebrew manuscripts and printed books using books and databases in English, Modern Hebrew and other languages (e.g. Russian, Arabic) as required;
- Providing web-based information about individual manuscripts or broad areas of interest within the Roth Collection;
- Preparing and delivering public engagement activities.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As Manuscript Cataloguer you will have:

- The knowledge and expertise to carry out the role, through formal qualification and/or relevant experience, including a good knowledge of MARC21, RDA and AACR2 and an understanding of the principles of classification;
- Experience of manuscript and rare book cataloguing;
- Proficiency in bibliographical, codicological and palaeographical research;
- Knowledge of Jewish history and culture;
- Reading knowledge of Hebrew;
- Confidence in using IT, including MS Office and collections management systems;
- Excellent communication skills, able to convey information clearly and concisely, adapting language and style depending on the audience;
- Excellent organisational skills, able to work independently, managing your workload whilst meeting service and performance standards including speed and accuracy, and using your initiative to solve problems;
- The ability to make a positive contribution to the team and work collaboratively with others;
- A positive and flexible approach to changing demands, priorities and new initiatives.

You may also have:

- A working knowledge of one or more foreign languages in addition to Hebrew;



- An understanding of the role of metadata standards in resource description and discovery;
- Familiarity with the collections management system EMu and the library management system Alma;
- Experience of supervising staff.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Rhiannon Lawrence-Francis, Collections & Engagement Manager (Rare Books & Maps)**

Tel: +44 (0)113 343 9456

Email: [R.M.Lawrence-Francis@leeds.ac.uk](mailto:R.M.Lawrence-Francis@leeds.ac.uk)

## Additional information

Find out more about Leeds University Library here: <http://library.leeds.ac.uk/>

Find out about the holdings of the Library's Special Collections and current projects here: <http://library.leeds.ac.uk/special-collections>

## Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

## Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).





## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

