



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

IMB Cataloguer, International Medieval Bibliography, School of History,
Faculty of Arts, Humanities and Cultures



Salary: Grade 5 (£21,843 – £25,298 p.a. pro-rata)

Reference: AHCHI1008

Closing date: 1 September 2017

Part time, 17.5 hours per week

Fixed-term for 2 years

IMB Cataloguer, International Medieval Bibliography, School of History, Faculty of Arts, Humanities and Cultures

Are you looking for a challenging role which enables you to work within an Editorial team? Do you have excellent attention to detail and strong IT skills?

As a member of the International Medieval Bibliography (IMB) team you will produce bibliographic records relating to publications on Medieval Studies, working closely with the IMB Project Editor, the Editorial Director and University Library staff.

You will have a broad, multidisciplinary knowledge of the European Middle Ages (300-1500). You will have good proof-reading skills and will be able to assimilate and copy information quickly and accurately.

What does the role entail?

As the IMB Cataloguer your main duties will include:

- Creating new records using an online relational database, relating to relevant publications identified by the IMB team;
- Accurately recording bibliographical data, i.e. author's name, article title and page numbers and putting these into correct style/format;
- Supplying classification and indexing (disciplinary categories and keywords);
- Writing a short explanation (1-2 sentences), where appropriate, to clarify the scope of the article. This may be adapted from any abstract or summary provided by the author or publisher;
- Supporting the Editorial team by proof-reading and making corrections in the database as directed;
- Participating in relevant training.

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 an IMB Cataloguer you will have:



- Broad knowledge of the European Middle Ages (300-1500);
- Strong IT skills, with the ability to assimilate and copy information quickly and accurately;
- Excellent attention to detail, with proof-reading ability;
- Excellent organisational skills with the ability to prioritise tasks to meet agreed deadlines;
- Excellent written communication skills, with the ability to clearly articulate complex information;
- Excellent interpersonal skills, with the ability to work flexibly and effectively, independently with the ability to assess when to seek support from team members.

You may also have:

- Reading knowledge of one or more modern European language(s) other than English;
- A degree in a subject with a strong medieval component e.g. History, English, Medieval Studies or modern languages;
- Experience in using relational databases.

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:

Dr Alan Murray, Director IMB, School of History

Tel: +44 (0)113 343 3617

Email: A.V.Murray@leeds.ac.uk

Additional information

Find out more about the [School of History](#) and the [Institute for Medieval Studies](#).



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.

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.

