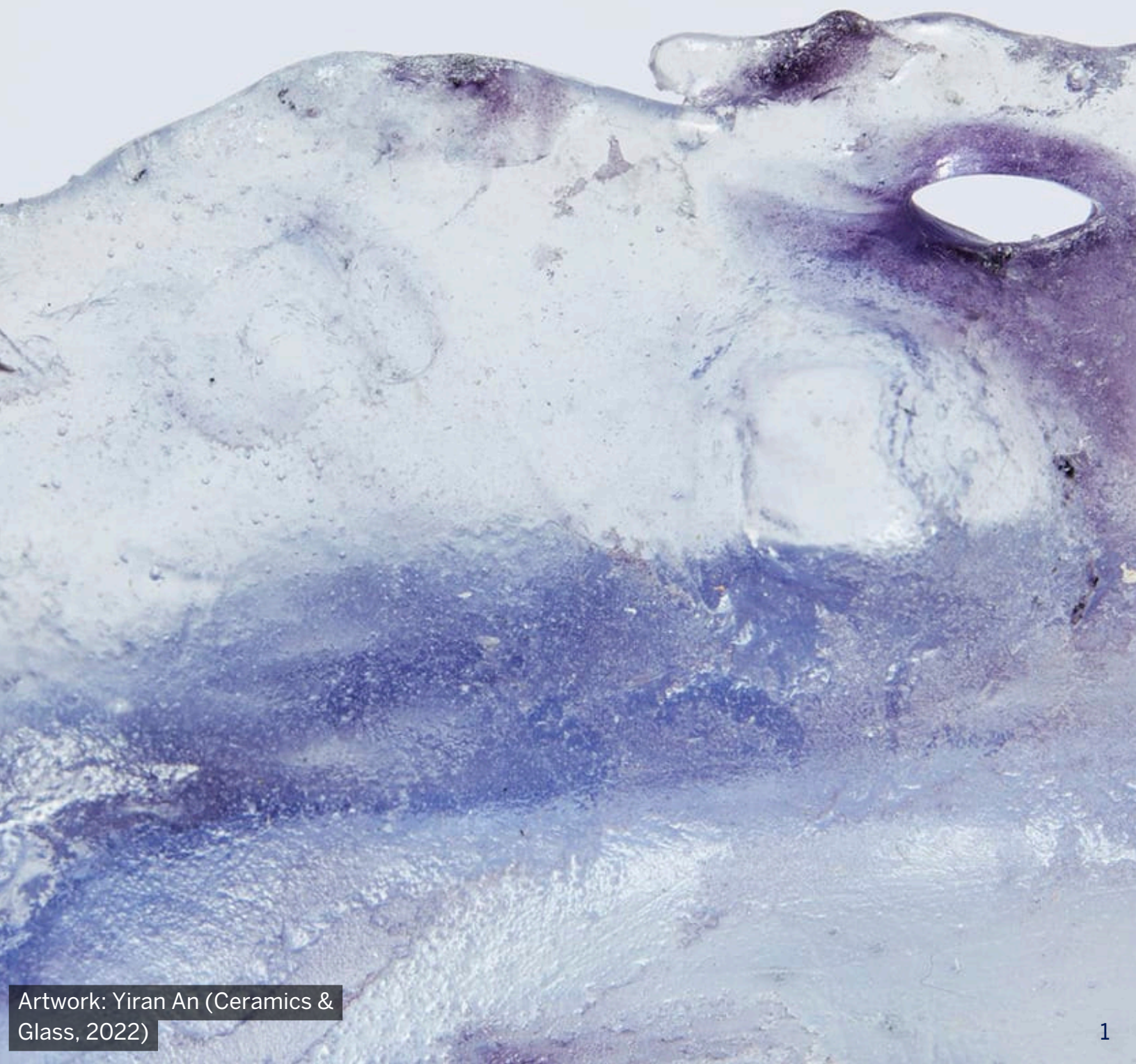


# RCA

## Cataloguing & Acquisitions Librarian September 2025



Artwork: Yiran An (Ceramics &  
Glass, 2022)



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Photo: Richard Haughton

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# WELCOME TO THE RCA



Photo: Iwan Baan

- Founded in 1837, the Royal College of Art is the world's largest community of postgraduate art and design students. It is also the oldest art and design university in continuous operation and has been ranked as the world's number one art and design university for a remarkable eleven consecutive years, according to the QS World University Rankings by Subject 2025 – the worldwide survey of academic and industry opinion.

The RCA is research-led and recognised in the UK-wide REF (Research Excellence Framework) as the UK's most research-intensive institution – with an increased proportion of the College's outputs classed as 'internationally excellent' and 'world-leading' in the most recent REF assessment of 2021.

Studying at the RCA is the starting point for the world's creative leaders. With more than 25,000 RCA alumni across the globe, the RCA's graduates form a unique international network of artists, designers, creators, and innovators. Every year, RCA alumni are recognised as leaders in their discipline, making national and international headlines for their work, which shapes the world we live in. Its graduate start-up incubator, InnovationRCA, is one of the most successful in the country with a high proportion of female start-up founders and a high 'survival' percentage after five years of trading.

More than 2,800 students are spread across four schools and research and academic departments, studying at Graduate Diploma, MA, MFA, MDes, MArch, MEd, MRes, MPhil and PhD levels. The College's mix of professionalism and creative freedom, together with its renowned academic community and rigorous academic framework provides the ecosystem in which students flourish and achieve their highest potential.





Photo: Richard Haughton

In addition, the RCA has a number of established and planned research centres: the Helen Hamlyn Centre for Design; the Material Science Research Centre (which includes the Materials Futures Research Group and the Textiles Circularity Centre); the Intelligent Mobility Design Centre, Computer Science Research Centre, and a future centre in Drawing. The RCA is also home to one of the UK's most successful university incubators, InnovationRCA.

The RCA espouses a hybrid approach, supporting 'traditional' making and technical skills in fine and applied art and design alongside the foundational sciences, engineering and technology which underpin designers' ability to solve today's global challenges. The RCA champions the value of interdisciplinary learning and was the first art and design university in the world to implement a STEAM (Science, Technology, Engineering, Art and Design and Mathematics) academic vision, with investment in new faculty posts in Materials Science; Computer Science and Robotics alongside art and design disciplines. By applying creative insights to evidence-based science, its staff, students, researchers and start-ups are addressing major global challenges such as rapid urbanisation and transport; loss of biodiversity; ageing populations; unsustainable consumption and production; and the rise of AI.

### Our Strategy

The RCA's strategic vision is to increase its influence on the world stage of globally ranked universities, punching significantly above its weight, and attracting, supporting and convening the world's most talented faculty, students, artists, designers and creative leaders.



# Our People



Photo: Richard Haughton

The role of Royal Visitor to the RCA was taken on by the former Prince of Wales – now His Majesty The King – in 2018. The announcement of HM The King's retained Patronage of the RCA marks the first anniversary of Their Majesties' Coronation. As part of the official Coronation Concert in May 2023, the Royal College of Art along with The Royal Ballet, The Royal Opera, the Royal Shakespeare Company, and the Royal College of Music came together for the first time ever to create a spectacular one-off performance, with a striking visual backdrop of specially-designed artworks contributed by students from the Royal College of Art.

The RCA's Chancellor is Sir Jony Ive, and the Pro-Chancellor and Chair of Council is Sir Peter Bazalgette. The RCA's President & Vice-Chancellor – the CEO of the institution – is Professor Christoph Lindner who joined the College in April 2024.

The RCA's academic faculty bring world-leading expertise and industry knowledge to the practice-based model of teaching. There is a core academic and research workforce of 196 FTE, supported by around 215 Associate Lecturers and a wide range of Guest Lecturers who bring 'live' industry experience into the taught curriculum – for example, Amin Taha of GrantOn design, whose work was twice shortlisted for the RIBA Stirling Prize, in 2017 and 2021, teaches in the School of Architecture; and Yao Yingjia, who is Vice President and Chief Designer at Lenovo teaches in the School of Design.

The RCA combines contemporary and industry-focused teaching perspectives. It also employs a team of 95 highly skilled technicians, many of whom themselves have postgraduate qualifications in their fields of specialism, which range from rapid prototyping and subtractive manufacturing to film and sound engineering, and from digital modelling to metal fabrication and jewellery making.

# Our Values



Photo: Shaun James

The RCA community operates in line with four agreed values:



**Curiosity**

We have a tenacious commitment to innovation and openness to change. We positively interrogate ideas, assumptions and plans and welcome the honest scrutiny that is alive in a learning community.



**Inclusion**

We celebrate diversity and embrace difference as a source of strength. We strive for an inclusive RCA community, removing barriers and challenging exclusionary and discriminatory practices.



**Collaboration**

We value what happens together and we help and support each other to achieve our collective goals. We work in partnership with our students, staff, alumni, institutions and communities across the globe to make a lasting difference.



**Integrity**

We are always willing to listen, we offer constructive feedback and we promote accountability, building relationships of mutual trust and respect. We are resilient in the face of challenges, pursuing outcomes with individual, cultural, societal and economic impact.





The post holder will be part of a small, integrated Library team, as part of the wider Education and Student Success directorate.

The Library is based on the Kensington campus and provides a pro-active and user-focussed service to students and staff across all three campuses.

The Library team comprises 14 members of full and part-time staff and is formed of three strands: Reader Services, Collections & Systems, and Special Collections.

Collaboration across these strands and amongst team members is integral to the Library's success.

The main Library collection consists of books, magazines, journals, pamphlets and zines. Online resources include ebooks, audiobooks, ejournals, and databases. Special Collections holds more than 30 collections of distinctive, rare and unique materials, including the Colour Reference Library, archives, photographic collections, artworks, artists' books, and rare books.

# Cataloguing & Acquisitions Librarian



## Purpose of the post

The Cataloguing & Acquisitions Librarian is responsible for cataloguing and classifying books and other materials; making digital resources – such as ebooks and audiobooks – discoverable; and facilitating the acquisition of physical and digital resources, including liaising with suppliers.

Collaborating with colleagues, some of whom are also involved in cataloguing, the Cataloguing & Acquisitions Librarian shares expertise and offers guidance on cataloguing and metadata. They stay informed of developments in standards and technologies, create and revise documentation, and communicate effectively with the team.

This post is campus based. Occasional opportunities to work from home to carry out specific tasks and projects may be granted in agreement with the Collections & Systems Manager and/or the Head of Library Services.





Photo: Richard Haughton

### Duties and responsibilities:

#### Cataloguing

Catalogue and classify books, other materials, and digital resources according to local policies and international standards (such as RDA, AACR2, MARC 21, LCSH, LCNAF, and DDC) to enhance discoverability for the RCA community. This involves both original cataloguing and editing downloaded records.

Maintain, revise, and enrich the metadata of resources. In collaboration with colleagues, plan and deliver projects that enhance resource discoverability.

Contribute to the Library's commitment to decolonise and diversify its collections through reflective and critical cataloguing practices, with an awareness of the importance of ethics in metadata work.

Collaborate with colleagues involved in cataloguing, sharing expertise and offering guidance on cataloguing and metadata. Create and revise documentation and communicate effectively with the team.

Stay informed of developments in cataloguing and metadata standards and technologies; monitor relevant mailing lists, training opportunities, and professional organisations.

## Duties and responsibilities (cont):

### Acquisitions

Facilitate the acquisition of physical and digital resources, tracking and troubleshooting orders and liaising with suppliers to ensure services are timely, cost-effective, and comply with procurement agreements.

Investigate potential suppliers and acquisition opportunities in dialogue with colleagues; coordinate the transition to new suppliers in collaboration with the team.

Monitor and communicate the distribution and expenditure of the book and ebook budgets; collate acquisition and usage statistics to inform decision-making.

Participate in the rollover to the new financial year, generate and track invoices, and assist with credit card reconciliation.

### General

Contribute to the delivery of the Library enquiry service, including support on the Library helpdesk and online chat service.

Routinely review existing library policies and procedures, looking to revise, develop and implement new workflows to improve service efficiency to meet the needs of the College.

Maintain continuous personal and professional development through engagement with current issues in higher education and art librarianship, seeking staff development opportunities and involvement with professional organisations.

Supervise Library Assistants in both general housekeeping activities and specific tasks and projects as directed by the Collections & Systems Manager and/or Head of Library Services.

Integrate equity, diversity, inclusion (EDI) and accessibility into daily operations.

Represent the Library at College and external meetings as required.

Deputise for the Collections & Systems Manager as required.

Undertake any duties consistent with your role as required and in agreement with either the Collections & Systems Manager and/or the Head of Library Services.

Comply with all Royal College of Art policies and procedures.

The details of this Job Description may be reviewed from time to time according to the changing needs, functions and circumstances of the Royal College of Art.



# Person Specification

## Essential:

- A degree level qualification, with a professional qualification in library or information science and previous experience of working in an academic or specialist library.
- Proven experience of cataloguing using metadata standards such as RDA, AACR2, MARC 21, LCSH, LCNAF, DDC, with excellent attention to detail.
- Knowledge of recent developments and emerging trends and technologies in cataloguing and metadata standards, and academic libraries.
- Experience of Library acquisition processes, including monitoring financial data and liaising with external suppliers.
- Excellent communication and interpersonal skills.
- Excellent organisational, time management and planning skills, with the ability to prioritise as appropriate.
- Evidence of a flexible and collaborative approach to team-working.
- Ability to use initiative, work independently and as part of a team.
- Proven commitment to continuing professional development, including the ability to acquire new skills and apply them effectively.

## Desirable:

- Experience of cataloguing and classifying art and design resources.
- An interest and enthusiasm for contemporary art, design and culture.
- Experience of supervising staff.



Photo: Iwan Baan

# Pay & Benefits

## Additional Information:

- Responsible to: Head of Library Services
- Full time salary: Grade 7 - £44,693 - £48,269 per annum including London Allowance
- 0.8FTE, 28 hours per week, permanent
- 27 days annual leave plus extended breaks at Christmas and Easter, at the discretion of the College. (30 days per annum from Oct 25 holiday year). Pro rata for part time employees
- A contributory defined benefit pension scheme and interest-free season ticket loan are available alongside many other benefits
- Location: White City, Kensington, Battersea campuses
- Department: Library Services
- Role involves 1 evening and Saturday on a rota basis



Photo: Philip Vale



### Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 16% of your salary while you pay 6%.

### Holiday

27 days paid leave (30 from October 2025) a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day on either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

### Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

### Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

### Enhanced paternity pay

Qualifying employees are entitled to six weeks' paternity leave entitlement at full pay.

### Enhanced sick pay

Occupational sick pay after three months' service is three months full pay/three months half pay.

### 24/7 confidential support

Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

### Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

### Life Cover

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

### Library

All staff are welcome to join the college library.

### Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.



## Equality, diversity and inclusion - Disability and neurodiversity

### Disability Confident

RCA is a Disability Confident Committed employer. You may recognise the logo from our job adverts.

Disability Confident is a government scheme designed to encourage employers to recruit, retain, and develop disabled people. RCA was originally awarded the Disability Confident certificate in October 2022, which broadens and deepens our existing commitment as an employer.

As a Disability Confident Committed employer, we commit to the below core activities:

- ensure our recruitment process is inclusive and accessible
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the job
- anticipating and providing reasonable adjustments as required
- supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- at least one activity that will make a difference for disabled people







**11 years**  
as the world's  
N°1 University  
for Art & Design

QS World University Rankings  
by Subject 2015-25

Together, the RCA community can generate change now for a sustainable future everywhere.