

HEREFORD CATHEDRAL

The See of Hereford is one of the most ancient in England, and the Cathedral Church originated around 600AD. The present Cathedral's plan and substantial parts of its structure date from Norman times, but the building has been modified in many ways over the centuries. A secular rather than monastic foundation, the Cathedral survived the Reformation relatively unscathed.

In the Middle Ages Hereford was a principal focus for pilgrims to the shrine of St Thomas Cantilupe. Today many still journey to Hereford to visit the Cathedral but also to see the thirteenth century Mappa Mundi, the largest surviving world map from that era. This and the Chained Library are unique treasures. The oldest and most valuable book in the Library is the gospel book, dating from the eighth century and attested to being in Hereford in the eleventh century. The Chained Library celebrates its 400th anniversary (in its current form) in 2011, along with the King James Bible. Special events are planned to mark this.

In 1996 the Mappa Mundi Trust was formed and ownership of the Mappa Mundi and historic parts of the Library transferred to it. The Mappa Mundi Trustees are committed to the care and conservation of these historic treasures. They meet 50% of staff salaries and appoint the Library Advisory Committee, chaired by the Canon Chancellor, which advises on the condition of the Library and Archive collections as a whole.

THE CHANCELLOR'S DEPARTMENT

The Chancellor is one of the Residentiary Canons of the Cathedral, and in the Middle Ages had a particular responsibility for the Cathedral's writing and records office (dealing with correspondence and official documents rather than illuminating manuscripts), for the care of books, and for seeing that children attached to the Cathedral received a proper education. In this we find the seeds of much of the Department's work today.

The Library, Archive and Exhibition, along with Education, are the responsibility of the Canon Chancellor who reports to the Chapter.

Not only does the Library and Archive assist the Cathedral in its mission by preserving and expressing its collective memory, but it also seeks to resource learning opportunities for people at all levels and to encourage theological reflection. The link with the mission of the Church is vital as we look to the future development of the Library, Archive and Exhibition. At the Cathedral we have significantly expanded our educational work. We wish to continue to build on the excellent work that is being done with schools by more focussed use of the Exhibition and collections. The Education Officer is a member of the Chancellor's Department, and co-operation with her or him is vital (as with members of all other departments, such as Music, from time to time). The modern theological Library has the potential to be an important resource for the clergy and people of the diocese and for regional

theological training. This is an area which needs building up, and we are keen at an early stage to develop new policies for modern book purchase and increased opening hours.

The Library also benefits from membership of the regional Inspire group of small specialist libraries, which includes Worcester Cathedral Library. (There are also occasional informal meetings of Library and Archive staff of Hereford and Worcester Cathedrals, and Gloucester is beginning to take part as well.)

HEREFORD CATHEDRAL LIBRARY AND ARCHIVE

The Cathedral Collection is made up of three main components:

- the Library
- the Mappa Mundi and interpretative Exhibition
- the Archive

The Cathedral's Library consists of:

The Historic Collections

- The Chained Library - This consists of 227 MSS and some 1400 printed books, including 56 incunabula. It is the largest collection of chained books in the country.
- The All Saints Chained Library – 267 volumes from William Brewster's personal collection 1655 - 1715
- The Library of the Vicars Choral - 600 volumes of theological and general material 15th – 19th century
- The Stoke Edith House Library – a collection of 16th and 17th century theology given by Paul Foley
- The Saye and Sele collection – 140 works, including many volumes of 17th and 18th century sermons
- The Jesuit College at Cwm Library – a collection of Roman Catholic works acquired in 1678
- The Lady Hawkins School Library – 260 volumes 1494-1782, typical of education of that era
- The More Parochial Library – c.250 volumes, the majority printed in the 16th century, the latest date of printing being 1669

The Modern Lending and Reference Library

This is a Library of around 9500 books, mostly from 19th century onwards, for reference, and loan to members, of mainly theological and ecclesiastical works, and the local history of Herefordshire and South Shropshire. This includes part collections bequeathed by individuals.

The Cathedral Archives

These are the direct responsibility of the Cathedral Archivist, who also has responsibility for the photographic archive, prints and drawings. The Archivist and Librarian cooperate in the access to and use of all Library and Archive materials for research, display and education. The Librarian will be encouraged to have knowledge of the Archive as well as Library holdings.

The Mappa Mundi and interpretative Exhibition

This Mediaeval world map is displayed in a dedicated Exhibition, within the New Library Building. Environmental conditions are strictly monitored by the Librarian. The Exhibition is closed to the public annually during January to allow for cleaning and conservation work. The Librarian is responsible for ensuring that a regular professional survey of the condition of Mappa Mundi and the Exhibition, both artefacts and general area, is undertaken and for reporting recommendations to the Chapter.

The Exhibition is currently being re-designed, and it is hoped that the new Exhibition will be constructed in the winter of 2010-11. This is the culmination of several years' work, and will enable us to present the Mappa and Chained Library a little more interactively, making use of newer technology and the latest Mappa scholarship. It has been a challenge bringing this in within a constrained budget! Visitor numbers to the Exhibition have been rising over the last two seasons, and are at record levels.

Several complementary exhibitions are designed each year and seek to display items from the collections and occasionally from the treasury. (This is not on general display, but consists of plate on loan/deposit from many of the parishes of the diocese.) There is also a secure display case within the Cathedral in which small exhibitions relating to current events of interest (such as the Three Choirs Festival when it is taking place) can be offered.

(It is intended, eventually, to remove the day to day management of the Exhibition -- organising volunteers and arranging cover for their absences, opening and closing -- from the Library and to make that part of the Cathedral's commercial operation; intellectual control of the Exhibition would remain with the Chancellor's Department however. This development is not imminent, and the person appointed would need to understand and accept that.)

STAFFING AND ADMINISTRATION

The Library, Archive and Exhibition are the responsibility of the Canon Chancellor who reports to the Chapter.

There is currently a full-time Cataloguer (completing a two-year contract), a full-time Library and Archives Assistant (who also assists in the management of the Exhibition and in the administration of the adult education programme), a part-time (18 hours per week) Archivist, a part-time Exhibition Desk Assistant (24 hours a week), a voluntary part-time Photographer, and volunteers who assist in reception of visitors to the working Library and in supervision and provision of visitor information in the Chained Library and Mappa Mundi. Day to day management of the Mappa Mundi and Chained Library Exhibition is the responsibility of the Librarian, working with others.

At present the working Library is open to the public from 10am to 4pm on Tuesdays and Thursdays, and by arrangement on other days. (Review of opening hours with a view to their expansion is a matter that a new Librarian will be asked to address as a matter of urgency; we have temporarily suspended opening on the first Saturday morning of each month following the departure of the last Librarian. Allied to this is the need to review and develop policies on charging and increasing revenue where appropriate.)

The Librarian is a member of the Cathedral Foundation with a stall in the Quire; the Archivist enjoys an equal status. The person appointed is likely to be in full sympathy with the aims and mission of the Cathedral, but need not be a communicant member of the Church of England.

ADDITIONAL INFORMATION

- **Hours of work:** 5 days per week. These days may sometimes be flexible. The post will, from time to time, require evening or weekend work.
- **Salary:** £23,000--£25,500 depending on qualifications and experience.
- **Pension:** Eligible after 12 months employment; Chapter will contribute to a stakeholder pension.
- **Holiday Entitlement:** 25 days plus bank Holidays per holiday year. No holiday may be carried over into the next year.
- **Sickness:** There is a contractual sick/injury pay scheme (inclusive of SSP): on completion of 12 months' service this scheme provides payment during certificated sickness.
- **References:** The appointment will be subject to 2 references and an enhanced CRB check.

- **Probationary Period:** 3 months.
- **Notice Period:** By Employee: 3 months
By Employer: 3 months
- **Other terms and conditions:** As detailed in the Cathedral Staff Handbook.