Internship in Description & Access, Printed & Published Media

Come learn how to perform research about Rare book description and what makes these books unique artifacts. Get into the digital side of things by learning how our book holdings coincide with manuscript collections and helping us to create a comprehensive online research experience for patrons.

Collections you’ll work on include Pforzheimer Collection of Early English books printed between 1475-1700, Incunabula collection of the first books ever printed from 1450-1500, as well as contemporary collections such as the Dean Eichenberg War Poetry collection, Conrad Seidemann Collection of German Plays, and Photography books, to name a few.

Learning outcomes:
Interns will learn how to function as a professional in the backend of a library-archive-museum environment by learning:

- How to conduct research in the collections
- Create Metadata description for manuscripts (DACS), pre-1800 books (DCRM), and contemporary imprints (RDA)
- Input into a world-wide research database, OCLC Connexion
- Application of controlled vocabularies for binding and printing evidence, and genre terms
- Provenance searching (the history of who owned these books)
- Safely handle rare books, manuscripts, photography albums, and other collection materials.

Possible tasks/responsibilities:

- Create MARC records for books, manuscripts, and photo albums
- Create weblinks and tracings between Discovery Layers (Finding Aids, MARC records, and CONTENTdm).
- Re-house vertical file manuscript materials with the books they belong to
- Create how-to guides for certain work processes
- Search incoming collection materials against current holdings in the library
- Inventory of the cataloged book collection (WAY cooler than it sounds!)
Preferred Qualifications:
- Attention to detail
- Curiosity and experience conducting research in databases
- Strong time management
- Comfortable in Microsoft office and word processing environment (Word, Excel, screenshots)
- Good verbal and written communication skills
- Ability to work collaboratively and alone to further projects
- A can-do attitude and a spirit for fun!

Example future career fields:
Reference Librarian, Cataloging Librarian, Metadata Librarian, Special Collections Librarian
Archivist, Independent Researcher, Curator.