

Internship in Public Services

The intern in this position will work closely with the Public Services Librarian to learn how to navigate the archives stacks and pull, circulate, and return materials. They will work closely with collections and learn how to conduct research in the collections and select materials to create lists that highlight interesting materials relating to cultural heritage months, holidays, and other popular topics. They will create research notes, and these lists will be showcased and used to help bring in first-time users who may not recognize the benefits of primary source research or understand how the archive can benefit them.

Learning Outcomes:

Interns will learn to:

- Function as a professional within a library-archive-museum environment.
- Increase awareness of materials within the Ransom Center's holdings on specific topics.
- Safely handle rare books, manuscripts, photographs, and other collection materials.
- Conduct research in an archive.

Possible tasks/responsibilities:

- Compile research notes
- Attend meetings with supervisor and broader team to discuss goals for their project and to check progress and alignment with goals
- Select materials for inclusion in reserves on assigned topics
- Collaborate with other departments to promote reserves
- Outreach to campus stakeholders to raise awareness for Reading Room reserves topics

Preferred Qualifications:

- Strong research and communication skills
- Strong organization
- Ability to collaborate on projects as well as work independently
- Attention to detail
- Time management and commitment to keeping a regular work schedule
- Experience conducting research
- Interest in working with and interacting with the public

Example Career Fields: Graduate programs in humanities, Special Collections Librarian, Public Services Librarian, Historians, Museum professionals, Archivists