

## Library and Archives Internship

**Internship Title:** Library and Archives Intern (2 positions available)

**Department:** Archives

**Reports to:** Archivist

**Salary:** \$12 - \$14 per hour

**Start Date:** August 2019

**End Date:** May 2020

**Schedule:** Flexible 20 hours per week for 38 weeks - no weekends

**Application Deadline:** EXTENDED----July 9, 2019

**Internship Summary:** The library internship at the Great American Songbook Foundation provides the opportunity to gain familiarity with the breadth of library and archival responsibilities including cataloging and metadata; digital projects; archival arrangement and description; collection development; and outreach and access.

Internship duties and responsibilities will include the following:

1. Metadata creation and ingest for a grant-funded digital preservation project of unique audiovisual materials.
2. Cataloging collections of published materials using OCLC's Conexion and Libraryworld.
3. Maintenance, clean-up, and updating of web-based collection management system.
4. Evaluate current materials for deaccession and making recommendations for future additions to the library.

**Education/Qualifications:**

1. Current MLS/MLIS student with 3+ cataloging OR metadata credits\*, OR at least 6 months practical cataloging experience.
2. Independent, reliable, collaborative worker, comfortable working alone or in a group.
3. Excellent oral and written communication skills.

\* Acceptable to apply if currently taking cataloging or metadata course(s)

**Abilities:**

1. Lift boxes weighing up to 30 pounds and move them on a cart.

The Great American Songbook Foundation is a 12-year old organization located in Carmel, Indiana, just north of downtown Indianapolis. The intern should enjoy problem-solving and be comfortable recommending options and evaluating decisions in a collaborative environment.

**Please send cover letter, resume and unofficial transcript to:**

[applyatthecenter@gmail.com](mailto:applyatthecenter@gmail.com) with "GASF" in the subject line by **July 9, 2019**. All applicants will be screened and interviewed by The Great American Songbook personnel. The chosen candidate should apply for 3 hours of credit for Fall 2019 S605, as well as send [the internship form](#) to Kym Kramer, [kakramer@indiana.edu](mailto:kakramer@indiana.edu) by July 20.