

Internship Opportunity



Multiple Opportunities Available

Posting Date: August 10, 2017

THIS MAY BE THE OPPORTUNITY FOR YOU! **A LITTLE BACKGROUND HISTORY**

The [California State Library](#) was Founded in 1850 and is the state's information hub, preserving California's cultural heritage and connecting people, libraries and government to the resources and tools they need. The State Library has an extensive collection of documents from and about the state's rich history. The library also holds federal and state publications and is home to the Bernard E. Witkin State Law Library and the Braille and Talking Book Library.

Internship Summary

The collection of the California State Library contains books, documents, legal materials, magazines, journals, photographs, manuscripts, maps, and videos. Not all of the Library's collections are included in the catalogs. While much of the Library's holdings have been processed, cataloged, and made available to the public, a great deal has not, and new materials are constantly being acquired.

The intern assisting with these collection materials will not only learn about interesting aspects of the library's collections, collections management, and cataloging, but will also help make these materials accessible to the general public.

The Intern will report to the Technical Services Section Supervising Librarian.

JOB DUTIES

- Examine books in the Information Services Dewey-classified General Collection and identify the ones that aren't in the ALEPH web catalog.
- Match non cataloged books with their catalog cards.
- Contribute to a legacy library project from special book collections donated to the California State Library.
- Identify OCLC catalog records corresponding with special book collections
- Enter library information into external database
- Create profile for original owner of the special collection
- Other cataloging- and collection management-related duties

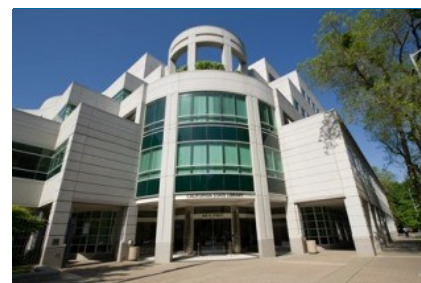
DESIRABLE QUALIFICATIONS

- Ability to move fully laden book carts and carry up to 50 pounds
- Basic computer and keyboarding skills.
- Familiarity with databases is helpful but not required.
- Ability to communicate effectively, courteously, and tactfully.
- Willingness to be flexible in your approach to each collection.

Cataloging/Collection Management Internship opportunity starts August 28th. Please apply by August 21st.

APPLICATION PROCESS

Please submit your resume and cover letter to csljobs@library.ca.gov



Cataloging and Collection Management Internship

- ◆ Accepting Applications until positions are filled
- ◆ Minimum commitment of 8 hours per week
- ◆ Flexible weekly schedule

The State Library serves the people of California in several ways:

- ◆ It is the central reference and research library for state government and the Legislature.
- ◆ It provides non-partisan research to the Legislature and the Governor.
- ◆ It collects, preserves, generates and disseminates information from California's priceless historical items to today's online texts.
- ◆ It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs and services.

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