

# Internship Opportunity



## Multiple Opportunities Available

### 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 California History Section has materials from the earliest days of California to the present. The materials, many of them special collections materials such as photographs, maps, manuscripts and books, have been processed by many hands over many years and occasionally some of this processing needs to be updated and refreshed. Among the materials that the intern would be working with are California pamphlet and book collections that are not represented by online holdings; an analog card file that is being digitized; ephemera, book and microfilm collections that need to be shifted to create room for additional materials. All of these tasks help make library materials easier for patrons to locate and use.

If you are interested in an opportunity to discover the unique collections held in the California State Library, learn how these valuable materials are made available to the public and be instrumental in helping improve public access to over 160 years of invaluable historic resources, this internship may be for you !

#### JOB DUTIES

- Review book stacks to identify books and pamphlets which are not represented by online records; create spreadsheet listing author, title and call number of items for cataloging staff to utilize.
- Assist section librarian with updating California Information File by individually scanning fragile index cards, rendering scans of these cards into textual records using OCR technology, process digitized files by running Visual Basic macros to improve record accuracy and double-check the results.
- Assist section support staff with shifting ephemera, book and microfilm collections to create more room for additional materials. Assist with reviewing and assessing areas for potential collection growth.

#### DESIRABLE QUALIFICATIONS

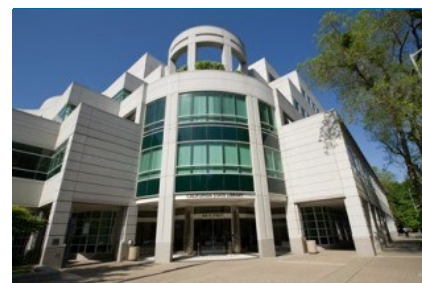
- Basic computer and keyboarding skills, familiarity with the Microsoft Office Suite
- Ability to move fully laden book carts and carry up to 50 pounds
- Allergy alert! Interns with sensitivity to dust should avoid this position
- Some museum or archives experience is helpful, but not required
- Ability to communicate effectively and pay close attention to detail

**Special Collections Processing and Collection Internship begins in late October.**

#### APPLICATION PROCESS

*This is a non-testing classification, therefore anyone meeting the minimum qualifications listed on the classification specification may apply for this position. Individuals who are, or have been, a dependent child in foster care, a homeless youth, or a formerly incarcerated youth as defined by Government Code section 18220 are encouraged to apply and will be given priority. If you are applying under this eligibility status, please note on your application your eligibility by stating "preference under Government Code section 18220". Please note that prior to appointment, individuals claiming preference under one of these categories will be required to furnish documentation establishing their eligibility.*

**Please submit your resume and cover letter to [csljobs@library.ca.gov](mailto:csljobs@library.ca.gov)**



#### Special Collections Processing and Collection

- ♦ Accepting Applications until positions are filled
- ♦ Minimum commitment of 6-16 hours per week and 2 month duration
- ♦ 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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