

Internship Opportunity



Multiple Opportunities Available

Posting Date: March 27, 2018

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 several photograph collections (partially cataloged) documenting the architecture of Southern California from the 1920's through the 1950's. Due to the fact that many of these buildings are now gone, the images provide an important record documenting the buildings in various cities and the work of past architects. One collection, the Frederick W. Martin collection, has been partially cataloged and organized. The intern for this position will have the opportunity to better expose a landmark southern California photograph collection and in so doing will gain hands-on experience with image organization, workflow and processing.

JOB DUTIES

- Continue re-housing the remaining negatives by moving them from original storage containers to new boxes
- Continue separating the negatives into glass and film formats and organize them into their final storage format of job order number
- Match the negatives against bibliography records in the library's online catalog folder and label sorted materials according to established procedures
- Any damaged negatives will be assessed and documented for care and storage needs
- As time permits, assist with other California History Section projects

DESIRABLE QUALIFICATIONS

- Ability to move library materials weighing 3-7 pounds
- Basic computer and keyboarding skills, familiarity with the Microsoft Office Suite
- 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

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
csljjobs@library.ca.gov



California History Section Frederick W. Martin photo- graph Collection Internship

- ♦ 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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