

# 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 Postcard Collection consists of well over 20,000 postcards that visually document the history of every county in California. With coverage spanning from 1890 onwards, images of everything from pristine alpine lakes to Los Angeles smog, and a wide variety of printing and reproduction styles, this collection is an invaluable survey of over 100 years of California history. However, owing to its size, much of it is not available online. By digitizing and providing basic information on a selection of the postcards in this file, the intern in this position will not only be able to dramatically improve public access to thousands of rare images, he or she will also come away with an intimate understanding of production-level archival collection maintenance, digitization and post-processing procedures. 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

- Accession new postcard donations by checking the file for duplicate postcards then labeling and filing the new cards appropriately
- Separate the photomechanical postcards bearing postmark or copyright marks prior to 1923
- Individually scan pre-1923 postcards from the California Postcard Collection
- Assign basic subject headings to each postcard
- As time and interest allows: Evaluate overall process and pinpoint areas that need improvement
- As time and interest allows: Assist with special collection projects

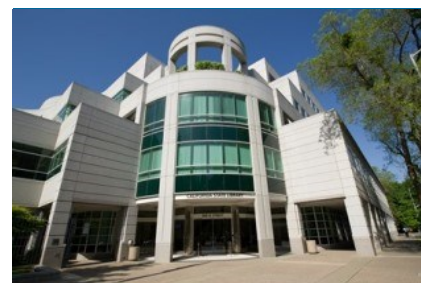
#### DESIRABLE QUALIFICATIONS

- Basic computer and keyboarding skills, familiarity with the Microsoft Office Suite
- Ability to lift card files weighing 3-5 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

#### 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)



#### California History Section Postcard Processing Specialist

- ◆ 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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