

## RESEARCH LIBRARY & ARCHIVES INTERNSHIP

**Research Library and Archives interns work behind the scenes to help make the collections accessible, contributing to the preservation of our shared history and culture.**

The internship program aims to provide students with a well-rounded library and archives experience and offers them an opportunity to learn more about the library and archival profession. Selected interns will work one on one with a librarian or as part of a small team on a particular project. Specific projects will be determined at the time of acceptance into the program.

Intern projects will vary each semester. The following are brief descriptions of some of the duties an intern can expect to undertake.

### Processing Interns

Processing interns will assist with the holdings maintenance of textual, photographic, cartographic, film, or electronic records.

- Rehouse records into new boxes and/or folders.
- Assist with the arrangement and description of a series or a collection of records.
- Create box and/or folder lists for access by researchers and staff.

### Digitization Interns

Digitization interns will scan original records, which includes textual records, photographs, maps, or oversized drawings.

- Create associated metadata for upload into the online catalog.
- Prepare records for digitization through holdings maintenance actions such as sleeving torn documents, removing staples, and rearranging records.
- Spend some time in the reading room working with docents and staff.
- Complete audits of scanned images.

## Requirements

Interested candidates must be enrolled in a degree granting program at the time of their internship and selected interns will need to provide a letter from their school verifying enrollment.

- Selected interns must submit to a full background check.
- Internships are positions with the minimum requirement of 15 hours per week for 8 to 12 weeks. However, not being able to work within these parameters will not exclude a potential applicant from being considered.

## The Application Process

Please submit the following to Hannah Rogers at [hrogers@venturamuseum.org](mailto:hrogers@venturamuseum.org):

1. Letter of Interest
2. Current Resume
3. Letter of Recommendation from a faculty member or employer
4. Recent School Transcript with full legal name on it (unofficial transcripts will be accepted) are required for Research Library and Archives interns

## Application materials are due by the following dates:

- **Fall Term: July 5<sup>th</sup>**
- **Spring Term: November 15<sup>th</sup>**
- **Summer Term: March 5<sup>th</sup>**

## For additional information or questions, please contact:

Hannah Rogers

Acting Lead Librarian

[hrogers@venturamuseum.org](mailto:hrogers@venturamuseum.org)

T: 805.653.0323 ext. 320

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