SUMMER 2019 INTERNSHIP ANNOUNCEMENT

Cataloging – Map Collection

Position Title: Cataloging – Map Collection
Preferred Start Date: May 2019
Duration: 3 months
Days required per week: Varies
Hours required per day: Varies

Position Information

Interns will assist in an item-level inventory of the map collection at the Abraham Lincoln Presidential Library. Interns will gain experience in updating catalog records in library software and work towards increasing the discoverability of library materials. Interns will also be responsible for addressing the preservation needs of cartographic materials, including conservation work and rehousing.

Specific tasks will include: performing inventory of map collections, identifying and correcting cataloging issues, selecting items in need of preservation, repairing items in the conservation lab and organizing and rehousing items as necessary.

Knowledge, Skills, and Abilities

Currently pursuing a Master of Science in Library and Informational Science.

Coursework in cataloging and preservation preferred but not required.

To Apply

Submit a complete internship package by mail or email including the following:

- Completed and signed Internship Application Form
- Resume
- 2 Letters of Recommendation
- College transcript (a photocopy is acceptable)
- Letter of interest stating reasons for wanting to be an intern at the ALPLM, including:
  - Personal goals
  - Expectations of intern experience
  - How the internship relates to career plans
  - What he/she believes they can contribute to the Museum and/or Library
  - Special interests and abilities
- If doing this for university credit, supply school requirements and advisor's name and contact information

Mail or email your completed application package to:
Abigail Cline
Education Coordinator
Abraham Lincoln Presidential Library and Museum
112 North Sixth Street
Springfield, IL 62701
Abigail.Cline@illinois.gov