SUMMER 2019 INTERNSHIP ANNOUNCEMENT

Cataloging – Serials

Position Title: Cataloging – Serials
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 serials collection at the Abraham Lincoln Presidential Library. Cataloging item records will be created using the library’s integrated library system for items missing from the catalog. Interns will contact publishers for missing issues and prepare serials to be sent to the bindery. Interns will also identify preservation needs.

Specific tasks will include: Performing inventory of serials collection, identifying and correcting cataloging issues, selecting and preparing items to be sent to the bindery, contacting publishers for missing issues, and identifying preservation needs.

Knowledge, Skills, and Abilities

Currently pursuing a Master of Science in Library and Informational Science, coursework in cataloging preferred but not required.

Requires the ability to lift 20 Lbs. and the ability to climb a ladder.

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