Position Title: Newspapers on Microfilm  
Preferred Start Date: May 2019  
Duration: 3 months  
Days required per week: Varies  
Hours required per day: Varies

**Position Information**

Interns will assist in entering the Abraham Lincoln Presidential Library’s microfilm holdings utilizing the library’s integrated library system. Interns will also create a listing of microfilm holdings by county from a database to upload to the library’s website. Interns will check in and prepare newspapers for microfilming. Interns will also clean up records in the library’s listing of obituaries and upload them to online finding aids.

Specific tasks will include:
- Create holdings and items records in Voyager.
- Derive PDFs from Access database of microfilm holdings by county.
- Upload PDFs onto library’s website using Sharepoint.
- Fix formatting errors in Obituary Index in Excel.
- Upload Obituaries into Archives Space.

**Knowledge, Skills, and Abilities**

Interns must be currently pursuing a Master of Science in Library and Information Science, coursework on cataloging preferred but not required. Requires proficiency in Excel and some knowledge of Access.

**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