POSITION: Genealogy Library Intern

REPORTS TO: Archivist

QUALIFICATIONS:
• Current college student (not recent graduate) with any focus of study, but students with an interest in libraries, archives, genealogy, and/or history are preferred
• Must be able to follow instructions, perform tasks accurately, and work independently

MAIN RESPONSIBILITIES:
• Scan selected items from our collection as directed for use on our website
• Edit scans using Adobe Acrobat (cropping, applying optical character recognition, and optimizing)
• Process archival material for preservation (unfolding, removing staples, organizing into folders, etc.)
• Index information found in primary resources into a spreadsheet

OPTIONAL RESPONSIBILITIES:
• Assess resources and create short descriptions as cover sheets for digital objects
• Assess manuscript material and create finding aids
• Move and shift library books and archived materials

SKILLS ACQUIRED:
• Scanning and editing digital objects
• Handling primary documents and archival resources
• Organizing and preserving archival objects
• Experiencing library collection workflows

COMPENSATION:
Pay is $14.00 per hour and work must be within library hours, Monday – Saturday, 9:00am – 5:00pm. The intern’s work schedule can be flexible but in general should be a minimum of 10 hours per week up to a maximum of 40 hours a week. This internship is funded by a grant from the Fran and Warren Rupp Fund through the Richland County Foundation. The intern can earn $2,400 must commit to completing all of the work hours funded by the grant.

To apply, letter of interest noting the applicant’s name, college, major, and year in school and a resume should be emailed to lswanson@ogs.org (Linda Swanson, OGS Library Collections Manager).