



The Ohio Genealogical Society is a non-profit charitable organization operating a research library for local and family historians in Ohio. Its mission is to meet the educational needs of its members and the general public through the acquisition, preservation, and dissemination of genealogical and historical information.

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](mailto:lswanson@ogs.org) (Linda Swanson, OGS Library Collections Manager).