

Beinecke Rare Book & Manuscript Library Summer Internship Program 2018

Yale University's Beinecke Rare Book and Manuscript Library welcomes applications from current graduate students who will not complete their studies before August 2018 in library science, information studies, preservation, archives or a related program for its summer internship program. The program has been designed to provide practical experience to current graduate students interested in pursuing a career in a special collections library setting.

The Beinecke Library is Yale's principal repository for literary archives, early manuscripts, and rare books as well as strong collections of historical and contemporary materials. Its collections are internationally known and heavily used by scholars from around the world. For further information about the Beinecke Library, consult the library's web site at: <http://www.library.yale.edu/beinecke>.

Beinecke summer interns will work in an area of their specific interests and will learn more about how special collection libraries and major research libraries are organized and function. Summer interns will undertake and complete a project based on their interests and skills, as well as the needs of the Library.

The Beinecke Library has three summer internships available for the summer of 2018, and is looking to host interns in the following areas (see the list at end for additional details):

- **Curatorial and Public Services**
- **Manuscript Cataloging**
- **Manuscript Accessioning**

Summer interns will work closely with staff in each of these areas and will be integrated into the broader operations of the library through tours, meetings with staff in the Beinecke Library and the Yale University Library, and participation in special projects as available and necessary.

Eligibility and requirements

- Applicants must be current graduate students in good standing in a library science, information studies, preservation, archives or related program, not graduating before August 2018
- Applicants must have completed at least three courses before the start date of their internship
- Applicants must commit to 10 consecutive weeks of employment between June 1st and August 31st, 2018
- At the end of the internship, interns will be required to submit a final report describing their experiences or participate in an exit interview
- Applicants must be eligible to work in the U.S.
- Successful applicants will need to pass a security background check

Summer interns will receive a stipend of \$7,500 to be used for housing, travel and other expenses. The stipend will be divided into three payments: upon starting, halfway through, and upon completion of the internship.

Applicants should submit the items below by Feb. 28, 2018. Successful candidates will be contacted in the beginning of April.

- Cover letter indicating internship area preference, as described below
- Current resume
- Two letters of reference and contact information, including one from your current institution
- List of completed classes (unofficial transcripts accepted)

Apply online at:

<https://yale.communityforce.com/Funds/FundDetails.aspx?3974434C474C374F385A7A70474F6164677941634D43316937486C54593071586F4D5230585836326977656975564273374369692B513332626B49596963357A>

The Beinecke Library has two locations for staff: a technical services location at 344 Winchester and a public services location at 121 Wall Street. Each internship opportunity will be located primarily in one or the other of these two buildings. Please send any questions concerning the internships to Allison Van Rhee, Fellowship Program Coordinator, Beinecke Library at allison.vanrhee@yale.edu

Projects

Curatorial and Public Services – 121 Wall Street

- **Title:** Curatorial Intern for African American Collections and Public Services
- **Responsibilities:** The intern will receive:
 - Introduction to and experience with bibliography and collection development
 - Introduction to and experience with online exhibition curation and Omeka
 - Introduction to and experience with research services (research and classroom support)
 - Introduction to and experience with Aeon
 - Introduction to and experience with reading room support
- **Specific projects:** Curatorial: Bibliographic research and online exhibit curation. Public Services: depending on the timing of the internship, projects will include assisting in the maintenance/upgrade of Aeon software, writing documentation for patrons and staff on discovery tools, classroom & reading room support, brainstorming promotional materials for Beinecke Library. Preparing for classes and providing online reference may also be included

Manuscript Cataloging – 344 Winchester Avenue

- **Title:** Cataloging and Archival Processing Intern
- **Responsibilities:** The intern will work primarily with materials from the Otto F. Ege Collection, which contains medieval and early modern manuscript codices and fragments, and printed volumes and fragments. Responsibilities will include surveying, simple arrangement, and description of materials at both the item and collection level. The intern will receive:
 - A solid grounding in modern descriptive techniques for pre1800 material at the item level, including the use of the current national standards AMREMM and DCRM(MSS).
 - An introduction to the adaptation of modern archival arrangement and descriptive methods to the archival processing of pre1800 material, including the selection of appropriate levels of processing for various materials and the creation of multilevel finding aids
 - Introduction to and experience with MARC and EAD, (Voyager and ArchivesSpace)
 - Working constructively with an actively interested researcher community and the information on the Otto F. Ege Collection they have made available online.
- **Specific projects:** The specific assignments will depend partly on a student's language and paleographic skills, as well as any previous cataloging experience, but will include both item-level record creation and work on a portion of a finding aid

Manuscript Accessioning – 344 Winchester Avenue

- **Title:** Accessioning and Archival Processing Intern
- **Responsibilities:** The intern will receive:
 - Broad introduction to archival processing procedures for manuscript collections—which include a wide range of material from the 15th century to the present--with an emphasis on baseline-level processing of 20th-21st century collections.
 - Introduction to and experience with using ArchivesSpace and Voyager.
 - Introduction to and experience with DACS, EAD, and MARC.
 - Introduction to accessioning workflows including creation of accession records, verifying new acquisitions, and physical processing of collections including arrangement and description, preparation of finding aids, and creation of collection-level catalog records.
- **Specific projects:** Will depend on a person's prior technical processing and cataloging experience, subject knowledge, and interests.

Yale University considers applicants for employment without regard to, and does not discriminate on the basis of, an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression. Title IX of the Education Amendments of 1972 protects people

from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Questions regarding Title IX may be referred to the University's Title IX Coordinator, at TitleIX@yale.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109-3921. Telephone: 617.289.0111, Fax: 617.289.0150, TDD: 800.877.8339, or Email: ocr.boston@ed.gov.