Position Title:

Technical Services/Collections Internship (unpaid) – Howard University School of Law Library

Closing Date:

No closing date, rolling application process.

Position Description:

Are you looking for an exciting internship that will provide you with the skills necessary to help you obtain a full-time academic Technical Services librarian position after graduation? Are you interested in gaining experience with legal materials at an academic law library, furthering the cause of a social justice driven HBCU, or participating in vital behind the scenes technical services work to facilitate legal information access to a multilayered user-base consisting of law faculty, law students, the whole multidisciplinary Howard University community, and the public?

If any of that resonates, the Howard University School of Law Library in Washington, D.C. wants to hear from you! For more information, check out our website (currently in redevelopment): http://library.law.howard.edu/index

Internship hours are flexible and can be arranged to fit your schedule. You will be a member of the small, dynamic team and will be able to make an enormous contribution to the work we do. This is a wonderful opportunity to gain specialized academic and backend library services experience at one of Washington, D.C.’s highly regarded law schools!

Intern responsibilities will include working directly with the Technical Services Department and the Associate Director on the following projects:

- Assist with copy cataloging new books and processing materials acquired through the Federal Depository Library Program.
- Learn how to manage Voyager Integrated Library System maintenance workflows, focused on the Acquisitions, Serials, and Cataloging modules.
- Participate in the planning stages of the library’s migration from Voyager to Alma, scheduled to launch in 2018.
- Review Technical Services processes and procedures, test potential improvements, and propose recommendations for how to streamline our processes.
- Conduct library shelf inventory aimed at matching the stacks to our holdings listed in the WRLC catalog and Voyager Integrated Library System.
- Participate in loose-leaf filing, and assist with periodical management.
- Provide assistance with database maintenance, and other Technical Services projects as needed.
Experience/Skills:

- Some Law, Special, or Academic library experience preferred, but not required.
- Candidates must be currently enrolled in, or may have recently finished, within the last 6 months, a library or information science graduate program, with an interest in backend library services such as acquisitions, cataloging, and technical services.
- Some familiarity with legal materials preferred, but not required.
- Some knowledge of, and interest in, the U.S. legal system.
- Excellent written and oral communication skills, aptitude for organization, comfortable with Microsoft applications, and Integrated Library Systems.
- Some cataloging experience or technical services experience, with a high level of attention to detail, and excellent data entry skills.
- The ability to frequently lift and carry 10-25 lb. boxes and lift, reach, and bend with ease.
- Must have dependable transportation to our Van Ness, Washington, D.C. location (we are metro accessible, located within walking distance of the Van Ness metro station).

Timing/Duration/Pay:

Fall Internships last for a maximum of 1 semester, and will require a maximum of 15 hours per week. This unpaid internship position is for college credit, as coordinated by the intern with their university, or experience only.

Application Deadline:

No deadline, rolling application process.

Application Process:

Please send your cover letter, resume, and two references to:

victoria.capatosto@law.howard.edu

Virtual/Telework Options:

Available, but dependent upon the project.
Limited to a maximum of 8 hours, out of the overall maximum of 15 hours, each week.