

## Research Resources: Library

### Projects/work assignments:

- MARC record creation and enhancement with our Koha integrated library system
- Reference assistance for Museum staff and interns using our library database and online research tools
- Assistance with research around contemporary artists' books, graphics, and born-digital works in support of a special collections metadata project

### Skills and qualifications, including technology skills:

- Internships are open to current students or recent graduates who have completed at least one semester in a Library and Information Science Program, or related graduate program.
- Interest in modern and contemporary American art and/or museum work strongly preferred, along with strong academic background.
- Ability to work independently with attention to detail is required.
- Availability for phone and video conferencing is required.
- Knowledge of MARC, LCC and LCSH, and experience with an ILS are preferred.

### What type of training will be provided?

- General art library policies and procedures.
- Explication of library metadata formats and standards (MARC and RDA).
- Use of our OPAC, WhitneyCat, and Koha ILS.
- Reference and patron interaction skills.
- Familiarity with LCC and LCSH.

### Outcomes

- Experience in multiple areas related to the operation of a library in a museum setting.
- Knowledge of library duties in a remote services environment, ranging from metadata projects to administrative tasks, gained through direct participation in departmental activities.
- Library reference experience; the opportunity to work with Whitney staff researchers and fellow interns.