

Research Resources – Library and Archives Intern

Expected projects/work assignments

- Assist with providing in-person and remote reference services.
- Assist with the circulation of library materials.
- Assist with supervising the reading room and assisting on-site researchers.
- Assist with reference inquiries from staff and external researchers.
- Page items for researcher appointments and other purposes.
- Digitize and prepare digital surrogates of analog research materials
- Assist with statistical recordkeeping for the measurement of reference services.

Skills and qualifications required (including technology skills):

- Ideal candidate is a current student or recent graduate who has completed at least one semester in a Library and Information Science program, or related graduate program.
- Interest in modern and contemporary American art and museum work.
- Ability to work independently with attention to detail.
- Experience with conducting research using an ILS and/or Archival Finding Aids.
- The ability to lift cartons (up to 30lbs) is helpful.

What type of training will be provided?

- General art library policies and procedures.
- Use of our OPAC, WhitneyCat, and Koha ILS.
- Use of ArchivesSpace, our catalog for archival collections.
- Technical standards for the creation of digital surrogates.
- Understanding and distinguishing between primary and secondary sources.
- Reference and user services skills.

Outcomes

- First-hand experience in multiple areas related to the operations of library and archives in a museum setting
- An understanding of how the Whitney's research collections support unique areas of inquiry
- The opportunity to work with both Whitney staff researchers and visiting scholars
- Increased knowledge of reference and circulation of primary and secondary sources

-
- To learn more about the Whitney's Library and Archives, visit:
<https://whitney.org/collection/research>