**Research Resources: Library**

**Projects/work assignments**

* Metadata creation for a range of materials, including ephemera, books, posters, and media.
* Reference and circulation duties.
* Preservation evaluation and rehousing for special collections.
* Collection development; assessment of acquisitions and donations for adherence to our scope and relevance to our users.

**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.
* Knowledge of MARC, LCC and LCSH, and experience with an ILS are preferred.
* Ability to lift cartons (up to 40 pounds) is required.

**Training to 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**

* First-hand experience in multiple areas related to the operation of a library in a museum setting.
* Knowledge of library duties, ranging from metadata and preservation projects to routine administrative tasks, gained through direct participation in departmental activities.
* Library reference experience; the opportunity to work with both Whitney staff researchers and visiting scholars.