

## Research Resources – Library Intern

### Expected projects/work assignments:

- Create original and copy cataloging in MARC for library materials.
- Create preservation housings for Library Special Collections materials.
- Assist with providing in-person and remote reference services.
- Assist with the circulation of library materials.
- Assist with supervising the reading room and on-site researchers.
- Assist with reference inquiries from staff and external researchers.

### 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.
- Experience with library cataloging (MARC, RDA, LCSH, LC classification) and/or preservation a plus.
- 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.
- 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.
- Library cataloging and MARC/RDA metadata creation.
- Basics of hands-on preservation rehousing for a variety of library materials.
- Reference and user services skills.

### Outcomes

- First-hand experience in multiple areas related to the operations of library 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 metadata, reference, and circulation of library resources

# WHITNEY



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