Hospital for Special Surgery Medical Library –Internship (with stipend)

The Hospital for Special Surgery (HSS) is seeking a motivated Library/Information Science student with an interest in Medical (Hospital) libraries to assist the Medical Librarian and the Archivist to manage HSS Archives digital assess. Duties include creating and managing metadata, importing and managing digital objects in PastPerfect, and creating web presence for the HSS Archives. In addition the library intern is to assist the library’s daily operation and will be responsible for the library’s interlibrary loan service.

**Duties:**
This internship opportunity is focused on the special project of digital asset management of HSS Medical Archives digital objects, as well as developing a resource guide, how to guides, and designing web page for the HSS Archives.

The library’s daily operation incudes:
- Assist in interlibrary loan and document delivery (NLMs Docline)
- Assist HSS residents/fellows/staff in use of library resources
  - Including PubMed, Ovid, MDConsult, and RefWorks
- Assist providing library orientations

**Desired Qualifications:**
The opportunity is available to any Library Science student with an interest in medical libraries, but special consideration will be given to candidates with the following:
- Completion of coursework in Health Sciences Resources.
- Experience with Content Management Systems and/or web design.
- Interests in copyright, scientific and academic publishing
- Previous library experience.
- Strong communication skills.

**Compensation:**
The internship position is being offered with a stipend amount of $20/day.

**Hours:**
The candidate would need to be able to commit a minimum of 8 hours a week (2 days at 4 hours per day e.g.) to this position for a minimum of 6 weeks. The schedule is somewhat flexible, but would need to be Monday through Friday daytime hours.

**To apply:** Send resume and cover letter to Rie Smethurst, MSILS - smethurstr@hss.edu. The application must be received by Friday May 22nd 2015.

**About The Kim Barrett Memorial Library**
Since its founding in 1936, the medical library at Hospital for Special Surgery (HSS) has been a vital resource. During the 40-year tenure of its first librarian, Kim Barrett, the medical library evolved from these modest beginnings into a state-of-the-art, modern resource for medical education and research. The mission of the Kim Barrett Memorial Library, today, is to manage and improve effective access to information resources, which encourage excellence in patient care, teaching, learning, and research conducted by HSS and its affiliations.

**About the Hospital for Special Surgery:**
HSS (founded as the Hospital for Ruptured and Crippled) is the oldest orthopedic hospital in the United States. For more than a century, Hospital for Special Surgery (HSS) has trained the minds, hearts, and hands of some of the finest orthopaedic surgeons in the nation. A steadfast
commitment to excellence in education dates back to the Hospital's earliest traditions and continues to influence its present-day mission and vision.