

Nassau Library System

Cataloging Services Intern Position

The Nassau Library System (NLS) is seeking a library school student to work as unpaid intern in its Cataloging Services department. In order to be eligible for this internship a student must be enrolled in a graduate library school and earn course credit from that library school for this internship. Candidates must also have taken at least one course in cataloging or knowledge organization.

The Cataloging Services department of NLS is responsible for the creation and maintenance of all cataloging records residing in an online catalog that represents the holdings of 51 of our member libraries. NLS staff cataloged over 46,000 titles last year.

The intern will participate in all of the cataloging activities of the Cataloging Services department including: searching a bibliographic utility for cataloging copy; applying local editing procedures; classifying materials in the Dewey classification system; providing subject headings. There will also be an opportunity to create original cataloging records. The intern will also participate in the maintenance and quality control of the bibliographic database of library holdings including: upgrading minimal records; error detection and correction; duplicate record detection. This database contains approximately 6.5 million items.

This internship will provide a learning opportunity as well as hands-on experience cataloging library materials in all formats. Training, oversight and mentoring will be provided by the Manager of Cataloging Services, an experienced professional librarian with an MLS degree.

NLS is a cooperative public library system with 54 autonomous member public libraries. All public libraries in Nassau County are members of NLS. Our mission is to support and strengthen our member libraries. We promote cooperation and facilitate resource sharing. Among the services we provide are training and continuing education opportunities for the staff of our member libraries. NLS also offers consortium subscriptions to ebooks, downloadable audiobooks, databases and other online services to achieve savings for our member libraries via group discounts. We host member library web sites and provide website design and support, as well as host and maintain email accounts for member libraries and their staff. NLS also offers consulting services and technical assistance to the staff, directors and trustees of our member libraries.

Interested students should send a cover letter and resume to mzwierski@nassaulibrary.org or to:

Michele Zwierski
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