

The American Museum of Natural History Research Library Cataloging Intern: Exhibition Department

The American Museum of Natural History Research Library is seeking a cataloging intern to assist with creating original bibliographic records for video collections in the Library's Special Collections. This is an excellent opportunity for a library student to gain first-hand experience using OCLC Connexion to catalog moving image material. Please see the description below for details about the project.

Exhibition Department Collection

The Library has a collection of video tapes created by the Museum's Exhibition Department to document and prepare its exhibition halls and temporary exhibitions. Data for the 75 distinct collections are recorded on spreadsheets but need to be edited and added to the AMNH Library's online catalog and WorldCat. We are seeking an intern who has basic knowledge about MARC formatting to create original catalog records with associated item records. Some spreadsheet data will be converted into MARC using MarcEdit. Though the intern will not be expected to prepare the data for the conversion, s/he will have exposure to batch processing. Other responsibilities include barcoding and numbering the ~1,000 individual tapes in this collection.

Requirements

- Fluency in Excel
- Knowledge of Excel functions is a plus
- Enrollment or completion of a cataloging or metadata class
- Basic knowledge of cataloging and metadata creation
- Some familiarity with current cataloging practices and standards
- Some basic experience with MARC preferred
- Some familiarity with OCLC Connexion also favorable

This is a learning experience but students must have an ability to think analytically, take initiative and be mindful of details. Interns must be dependable and committed to the completion of their part of the project; have good communication skills and the ability to work independently.

Send resume and cover letter to Iris Lee, Project Metadata Analyst, at ilee@amnh.org.

This is a part-time, unpaid internship but can be used for course credit. We are seeking interns for the 2016 Spring semester or earlier.