

The American Museum of Natural History Research Library Cataloging Intern: Herpetology

The American Museum of Natural History Research Library is seeking a cataloging intern to assist with creating bibliographic records for books and journals in the Museum's Department of Herpetology. This is an excellent opportunity for a library student to gain first-hand experience in cataloging and a greater understanding of how the institution manages holdings from different physical locations. Please see the description below for details about the project.

Herpetology Department Library

The Museum has several departmental libraries which contain books and journals not represented in the AMNH Library's online catalog <http://www.amnh.org/our-research/research-library/library-catalog>. For this project, the intern will work in the Herpetology Department's library adding bibliographic records for ~400 volumes to the AMNH Library's online catalog and WorldCat. Using OCLC Connexion, the intern will create item records for existing catalog descriptions and s/he will edit OCLC records and download them to the catalog. Here are examples of both from the Ornithology Department's library: <http://libcat1.amnh.org/record=b1067944> and <http://libcat1.amnh.org/record=b1212069>.

Requirements

- 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
- 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 with others including the scientific staff.

Send resume and cover letter to Diana Shih, Senior Cataloger, at dshih@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.