

**CITY OF NEW YORK**  
**DEPARTMENT OF RECORDS AND INFORMATION SERVICES**  
**Municipal Library Digitization Project Internship**  
**Spring 2017**

The Municipal Library, a division of the New York City Department of Records and Information Services, offers an educational (unpaid) internship to a library school student. This internship can be for credit but that is not required. The City Hall Library is the official depository for publications of New York City agencies. The collection includes varied material and resources on New York City history, life and culture.

We are currently undertaking a pilot digitization project of our vertical files on New York City politics. The materials include political leaflets, articles, press releases and campaign memorabilia ranging from the early 1900's to the 21<sup>st</sup> century. The project was begun with the help of a volunteer intern from Pratt Institute IS. We expect to continue this project and move ahead with digitization of more resources.

Tasks include:

- Preparing and scanning materials for digitizing
- Adding metadata
- Keeping a database of materials
- Tracking the elements of the process for possible future grant applications

Qualifications/Special Skills/Areas of study

- Proficient with Microsoft Word, Excel and Access, Google Sheets, Google Forms
- Highly motivated
- Strong attention to detail
- Preferably should have completed basic coursework in library and information science, as well as have some grounding in digital metadata and digital preservation

To apply, or for more information, please contact:

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