



## **Reference and User Services Internship**

The Library & Archives department of Brooklyn Historical Society (BHS) seeks a Reference and User Services intern for summer 2017 (May – August).

BHS's Reference and User Services internship is a long-standing program with a proven track record providing interns hands-on experience in a special collections reading room. Alumni of the program have gone on to hold professional library and archives positions at many renowned academic, governmental, and cultural institutions in New York City and beyond.

### Responsibilities

Under the supervision of the Reference Librarian, interns:

- staff the reference desk and supervise the library reading room
- welcome museum visitors to an interior landmarked library
- answer in-person, email, phone, and mail reference questions
- gather user services assessment data
- assist library staff in August clean-up of the archives
- contribute to special projects such as enhancing discovery tools

### Requirements

The summer internship is a compressed version of the two-semester experience offered during the academic year. Internships are available on Wednesdays, Fridays, and Saturdays. Summer interns work two full days per week (9:30 am – 5:00 pm), including an hour for lunch (11:45 am – 12:45 pm) and four hours on the reference desk when the library is open to the public (1:00 – 5:00 pm, May – July).

Ideal candidates demonstrate reliability, punctuality, attention to detail, and follow-through. They are patient, helpful, and energetic when working with the public.

Candidates must be enrolled in (or recent graduates of) a history or ALA-accredited library science/archives graduate-level program. Competitive candidates will have already completed coursework in reference and user services. An academic focus or some experience with special collections and archives is preferred.

Additionally, candidates must be able to lift and carry library materials and equipment weighing up to 40 lbs; to stoop, reach, walk up and down stairs; to stand and sit for prolonged periods of time; to work in a cold setting (60-65° F); and to work in conditions where dust and mold are sometimes encountered.

### Compensation

Internships are unpaid and are intended to fulfill course credit requirements for internships and practicums. BHS staff ID grants free entrance to museums around New York City.

### How to Apply

Please email resume and cover letter to [library@brooklynhistory.org](mailto:library@brooklynhistory.org) with the following subject line: [LastName] - User Services Internship

Applications will be reviewed immediately.

### About Brooklyn Historical Society

Founded in 1863, Brooklyn Historical Society is a nationally-recognized urban history center dedicated to preserving and encouraging the study of Brooklyn's extraordinary and complex history. BHS is a vibrant museum, a world-renowned research library, a cutting-edge education center, and a hub for community dialogue. Located in a landmark 1881 building designed by architect George Browne Post, BHS welcomes both residents and visitors from around the world to learn about Brooklyn's past, present, and future.

Brooklyn Historical Society is an Equal Employment Opportunity employer.

*Brooklyn Historical Society is dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of any mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal or state law.*

### Posting Date

April 5th, 2016