

## Internship Opportunity – Reference Series/Sets Review Project

Butler Library, Columbia University

History and Humanities Division

Are you currently enrolled in an MLIS program? This is an opportunity to gain invaluable experience with key humanities reference series and sets and the complexities of acquiring, processing, and cataloging these titles. It will also provide invaluable experience collaborating with librarians across different divisions of the library.

The largest of Columbia's Libraries, Butler Library houses the University's collections in the humanities, with particular strengths in history, literature, philosophy and religion. The Humanities & History Division at Butler Library provides a range of research support services to Columbia University students, faculty, staff and visiting researchers.

### **Project description**

You will review the state of individual series and sets held in Butler Reference listed within a card file system (Kardex) with a goal to migrate volume information into the OPAC. The goal of the project is to enable discontinuation of the use of the card file system, as well as to improve the speed and accuracy of reference serials processing. You will work collaboratively with librarians in Humanities & History Division as well as librarians in the library's technical services divisions to establish new workflows for the processing of ongoing reference series, sets, and other serial materials.

### Skills you will walk away with:

- Familiarity with how to interpret bibliographic records and to understand the currency of a set or series
- Working with the staff side of Voyager, an integrated Library Management System
- Ability to search for current information on titles of concern
- Become closely acquainted with key research resources acquired for a high level humanities reference collection
- Solid introduction to most aspects of serials acquisition and cataloging workflows, requiring interaction with head of acquisitions, serials cataloging

### **Skills and experience required**

Attention to detail is essential

Familiarity with Voyager a plus, but not essential

### **Schedule**

10 hours per week.

### **Compensation**

This is an unpaid internship, and interns must be receiving course credit for their internship.

### **How to Apply**

Please submit the following:

1. Cover letter explaining your career objectives and what you hope to gain from the internship
2. Résumé detailing your education and work experiences

Send these materials and any questions to [mjs2330@columbia.edu](mailto:mjs2330@columbia.edu). **Please place “H&H Internship Application” in the subject line of your email**