

## **Hospital for Special Surgery Medical Library –Internship (with stipend)**

The Hospital for Special Surgery (HSS) is seeking a motivated Library/ Information Science student with an interest in Medical (Hospital) libraries to assist the Medical Librarian and Archivist in the library's daily operation. This person will be responsible for the library's interlibrary loan service. In addition the Intern will have a special project assisting the Archivist and library staff to edit metadata for the hospital's digital archives collection.

### **Duties:**

This internship opportunity is focused on the special project of editing metadata for the hospital's digital archives. Duties includes assigning appropriate medical terminologies and organizing digital items in a database, following the supervision of the Archivist on site. You are responsible to find a good balance between library's daily operation and your project so that the special project will be completed while you work with us.

### **The library's daily operation include the below but not limited to:**

Assist in interlibrary loan and document delivery (NLMs Docline)  
Assist HSS residents/fellows/staff in use of library resources  
-Including PubMed, Ovid, ClinicalKey, UpToDate and RefWorks  
Assist providing library orientations, instruction sessions, and various events  
Assist providing reference assistance

### **Desired Qualifications:**

The opportunity is available to any Library Science student with an interest in medical libraries, but special consideration will be given to candidates with the following:

- Completion of coursework in Health Sciences Resources.
- Completion of coursework in basic Archives management
- Experience with Content Management Systems and/or web design.
- Previous library experience.
- Strong communication skills.

### **Compensation:**

The internship position is being offered with a stipend amount of \$20/day.

### **Hours:**

The candidate would need to be able to commit a minimum of 10 hours a week during the duration of this internship. The schedule is somewhat flexible, but would prefer being able to work on Monday, Tuesday, and Friday afternoon.

**To apply:** Send resume and cover letter to the Medical Library at [Medlib@hss.edu](mailto:Medlib@hss.edu) by May 19th (Friday), 2017 at 5pm.

### **About The Kim Barrett Memorial Library**

Since its founding in 1936, the medical library at Hospital for Special Surgery (HSS) has been a vital resource. During the 40-year tenure of its first librarian, Kim Barrett, the medical library evolved from these modest beginnings into a state-of-the-art, modern resource for medical education and research. The mission of the Kim Barrett Memorial Library, today, is to manage and improve effective access to information resources, which encourage excellence in patient care, teaching, learning, and research conducted by HSS and its affiliations.

### **About the Hospital for Special Surgery:**

HSS (founded as the Hospital for Ruptured and Crippled) is the oldest orthopedic hospital in the United States. For more than a century, Hospital for Special Surgery (HSS) has trained the minds, hearts, and hands of some of the finest orthopaedic surgeons in the nation. A steadfast commitment to excellence in education dates back to the Hospital's earliest traditions and continues to influence its present-day mission and vision.