

Hunter College Archives & Special Collections  
Rare Books Preservation Survey Internship

Gain valuable hands-on experience in performing preservation surveys and handling rare books!

The Archives & Special Collections division at Hunter College in Manhattan is seeking a library and information science school intern for fall 2013 to begin a year-long preservation and condition survey of its collection of rare books and scarce reference material. Working under the supervision of division librarians and a consultant, the intern will:

- Assist Hunter College librarians in developing the best strategies for managing the preservation of its rare book collection;
- Perform a review of current guidelines, standards and best practices for conducting preservation and condition surveys in special collections settings;
- Develop a survey form or checklist to assess the intellectual, artifactual, and monetary value of each of the library's rare books;
- Help identify books that may need rehousing, stabilization, or conservation work and repair, and assist in finding vendors for appropriate supplies and conservators to perform necessary work; and
- Help identify appropriate categories of material or individual books that may be transferred to the general circulating collection.

This position is unpaid and may be taken for internship credit through Palmer. Interns or volunteers are asked to commit for an average of 10-15 hours per week, Monday-Friday, 10 a.m.-5 p.m.

Qualifications and Skills:

- Must be currently enrolled in a MLS or MLIS program.
- Excellent oral and written skills.
- Knowledge, coursework, and interest in preservation, conservation, and rare books

librarianship.

- Ability to lift heavy books and to work in a sometimes cramped, dusty environment.
- Familiarity with Word, Access and/or Excel.
- Working knowledge of foreign languages, including Latin, French, Spanish, or German helpful but not required.

How to Apply:

Send cover letter and resume to Prof. Julio Hernandez-Delgado ([jhernand@hunter.cuny.edu](mailto:jhernand@hunter.cuny.edu)) and Prof. Louise Sherby ([lsherby@hunter.cuny.edu](mailto:lsherby@hunter.cuny.edu)). Cover letter should specify whether you are interested in the work as a for-credit internship or as a volunteer, and it should discuss your availability (the days, hours, and number of hours a week available).

The Archives & Special Collections division at Hunter College was formally established in January 1966 under the direction of the archivist, Frederick W. Stewart. Originating as the Archives Centre, the repository collects books and unpublished materials of historical value including records, correspondence, papers and publications generated by the administration, academic departments, administrative offices, faculty, staff and student organizations since 1869. The division also holds graduate theses written by Hunter College graduate students in the Arts & Sciences and Humanities. For more information, see <http://library.hunter.cuny.edu/about/archives>.