Library Internship
Yale Center for British Art
Reference Library and Archives

The Reference Library of the Yale Center for British Art is offering an unpaid internship for Library and Information Science students interested in art librarianship. The Center offers a unique museum/academic experience that touches all areas of art librarianship and includes a focused project in an area of interest to the intern. The intern will work directly with the Center’s librarians, attend meetings and functions as a professional colleague, and be exposed to issues and processes that are central to the profession.

Internship Specifications
Total hours: 120
Duration: 8-10 weeks
Weekly Schedule: Variable – Library is open Monday – Friday 8:30-5:00

Internship Schedule
A. Initial training – Arts reference (with Chief Librarian and Assistant Librarian)
   - Biography sources
   - Exhibitions / Monographs / Catalogue Raisonnés
   - Object information
   - Secondary sources
   - Primary Sources
   - Auction information
   - Provenance information
B. Initial training – Arts cataloguing/ Rare Book cataloguing (with cataloguers)
C. Initial training – Arts research (TMS bibliography research) (with Chief Librarian)
D. Initial training – Arts instruction (with Assistant Librarian)
F. Focused project work (variable) (with Chief Librarian and Assistant Librarian)

Potential projects (projects are balanced on the interests of the student and the needs of the Library)

Creation of an online research guide – using LibGuides to create an in-depth research guide on an aspect of art history research.
Reference shadowing
TMS bibliography work (The Museum’s object management system)
   Research and enter bibliographic entries for a focused set of objects
   Enter all the bib entries from a specific publication
   YCBA sporting art collection catalogues – enter bib citations
Creating access (library catalogue and online or physical) to unique collections:
   Artist Files
   Jennings Albums
   Photo Archive
   Postcard collection
Digitizing focused portions of the Reference Collection unique collections and creating
   processes and documentation for similar projects in the future.
Collection development in a focused area within the collecting scope of the Library
Photo Archive – systematize box order and numbering
Create an analysis of the Reference Collection and establish benchmarks for collection
development
Create an index of literature related to the Center and the building
Create a comprehensive bibliography of building-related materials
Create subject specific bibliographies in advance of exhibitions (coordinated with curators)
Catalogue un-catalogued photo archive items
Develop a presentation for staff on a set of focused resources
Create finding aids for the Photo Archive
Build web-based resources to enhance access to the Ref Lib Collections:
Work on outreach activities to further involve the library and collection within Museum, Yale
   University Library, and community activities.
Assist in developing and writing grants for Library projects.
Develop a collection weeding policy and plan.

About the Center and the Reference Library and Archives

The Yale Center for British Art (YCBA) is both a research institute and a public museum,
housing the largest collection of British paintings, sculpture, drawings, prints, rare books and
manuscripts outside the United Kingdom. Presented to Yale University by the late Paul Mellon
(Yale Class of 1929), the YCBA is a flourishing center for research and scholarship on all
aspects of the history of British art since the 16th century and offers a year-round schedule of
exhibitions and programs. For additional information about the Center, consult the web site at
http://www.britishart.yale.edu

Opened to the public in 1977, The Center is housed in the final building designed by Louis I.
Kahn. Located across the street from Kahn’s first major commission, the Yale University Art
Gallery (1953), the YCBA represents a culmination of Kahn’s architectural ideals and exemplifies a unique collaboration between the University, Kahn, and Paul Mellon.

The Reference Library and Archives support the research activities of the Center as well as those of the faculty and students of Yale. Docents, volunteers, visiting scholars, and general visitors to the Center are also important constituents of the Library. The Reference Library holds over 30,000 secondary resources in a variety of formats supporting the study of British art, architecture, history, literature, costume, and culture. The Photograph Archive, located within the Reference Library, consists of nearly 150,000 black-and-white study photographs of British art worldwide, with a special focus on holdings in the United States, Canada, and Australia. The Center’s Institutional Archive (organized in 2009), holds over 2,000 linear feet of records and hundreds of architectural drawings that document the Center’s construction and stewardship from the mid-1960s onward.


The Reference Library and Archives particularly reinforce the work of the three curatorial departments of the Center. The Department of Rare Books and Manuscripts contains approximately 35,000 titles consisting of material relating to the visual arts and cultural life in the United Kingdom and former British Empire from the 16th century to the present. The prints and drawings collection of over 50,000 items, offers a comprehensive view of the development of British graphic art, and includes an emphasis on the flowering of the British watercolor school. The paintings and sculpture collection is comprised of over 2,200 masterpieces by artists that include: Hogarth, Gainsborough, Reynolds, Stubbs, Constable, Turner, and Hepworth.

The Reference Library and Archives has a staff of two professional librarians, a professional archivist and three library assistants. During each school semester, 3-4 student assistants augment the staff.

**Staff**
Chief Librarian: Kraig Binkowski  
Assistant Librarian: Beth Morris  
Senior Archivist: Rachel Chatalbash  
Book Cataloguer: Grace Bright  
Library Assistant – Acquisitions: Lori Misura  
Library Assistant – Reference: Christine Andrew

**Address**
Yale Center for British Art