

Yale Club Library Internship

The Yale Club Library is in the midst of a three-year collection evaluation project. The library intern will have responsibility for collection evaluation in a single Dewey subject area and will make deaccession, repair, cleaning, and preservation decisions.

The internship period is flexible and runs from May - August.

Overview

The Yale Club is a private social club. It was founded in 1897 to serve graduates of Yale University. The current clubhouse opened in 1915 and was designed by architect, James Gamble Rogers. Over the years, Yale Club members chose to invite applicants from other organizations and institutions and the Club welcomes alumni members from Dartmouth, The University of Virginia, and DKE.

The Yale Club Library, with its gold coffered ceiling and handsome, comfortable spaces is one of the largest, and surely most peaceful, of any club in the city. It is an active lending library, serving members of the Club. It holds approximately 39,000 volumes and the staff purchases new titles monthly. The Library is staffed full-time by a librarian and a library assistant.

For more information about the Club, please visit: <http://www.yaleclubnyc.org/>.

What we would look for in a candidate:

- Currently enrolled in a library science or information studies program.
- Possessing strong subject knowledge in one of the following areas: social sciences, art history, literature, or history.
- Able to work independently.
- Willing to and interested in assisting with other projects and member services in the library.
- Possessing strong interpersonal and service skills.
- Available to work during business hours, Monday-Friday.
- Able to work 10 hours a week (more or fewer hours per week may be possible).
- Able to lift boxes up to 40 lbs.
- Able to work around dust.

What we would offer:

- \$12/hr plus one meal per day in the employee cafeteria for up to 120 hours of work and/ or supervision and project development for school credit, if requested.
- Supervision by a professional librarian throughout the project.
- Experience in collection development and evaluation.
- Experience in basic preservation and library cleaning procedures.
- Experience providing service in a small, private library setting.

The chosen candidate will be required to dress in business casual clothing throughout the internship, in keeping with the Yale Club's Dress Code.

Applicants should send a resume with contact information for at least two references and a cover letter to library@yaleclubnyc.org by 10 AM on Monday, May 8.