The Library of The Jewish Theological Seminary

The Library of The Jewish Theological Seminary is a medium size academic library in Manhattan, located on Morningside Heights, just at the northern end of the Columbia University campus. We offer a wide range of internships for students in different functional areas of an academic library. A semester-long internship will provide students with hands-on academic library work, under the supervision of our experienced staff. We can accept one to two interns per semester, for some of the internships knowledge of Hebrew and/or Jewish studies is necessary but certain not for all of them. For this academic year we can accept interns in the areas listed below. A posting could look like this:

The Library of The Jewish Theological Seminary holds the foremost collection in Judaica in the Western Hemisphere. With approximately 440,000 printed books, The Library also houses manuscript codices, graphic art collections, archives, and is currently actively building its digital library. We are seeking Library School interns for many different projects within the Library. Some of them require subject knowledge and knowledge of Hebrew but many do not. It is a unique opportunity to work with very experienced librarians who will supervise and guide the student in each specific project. The Library is located on Morningside Heights, just north of the Columbia University campus, at 3080 Broadway (at 122nd Street), New York, NY 10027. For internships please contact Naomi Steinberger, Director of Library Services, The Library of The Jewish Theological Seminary. nsteinberger@jtsa.edu or 212-678-8982

1. Bibliographic verification and Copy Cataloging (using OCLC and ExLibris ALEPH500)
   a. Copy cataloging of books in English.
   b. Copy cataloging out of print and rare books in English and Hebrew for people with knowledge of Hebrew and interest in Jewish Studies including Special Collections materials.
   c. Sorting, matching and cataloging rare and out of print sets of Hebrew Bibles.
   d. Cataloging Yiddish books

2. Work with ephemeral materials including – sorting, checking various catalogs and creating basic Dublin Core records.
   b. Cataloging Graphic art collection in Dublin Core on OCLC Connexion. Knowledge of art and/or Hebrew preferred.

3. Serials:
   a. Sorting and organizing old and scarce individual serials issues
   b. Checking out of print serials for digital copies

4. Metadata enrichment projects (using ExLibris DigiTool, MarcEdit, Oxygen)
   a. Creating metadata for materials to be included in the digital collections.
   b. Enrich metadata, create style sheets to prepare for ingesting into the Digital Assets Management System

5. Reference services:
   a. Creation of pathfinder in mutually agreed upon subject area (knowledge of Hebrew and Jewish studies necessary)
   b. Reference support for Special Collections Reading Room (knowledge of Hebrew and Jewish studies necessary)
6. **Archives**
   a. Assist with physical inventory of collection
   b. Assist with processing collections. Knowledge of German and other languages are helpful. Knowledge of music helpful.
   c. Archival cataloging – creating resource records in Archivist Toolkit for unprocessed collections.

7. **Systems (using ExLibris ALEPH500, DigiTool and Archivist Toolkit)**
   a. Technical preparation of files for ingesting into Digital Assets Management System
   b. Conversion of Excel files to either MARC or EAD

8. **Stack maintenance**
   a. Assist in shift and inventory of manuscript codices and/or prints and broadsides