



The American Museum of Natural History Research Library

The American Museum of Natural History Research Library in New York City seeks volunteers for a Digital Special Collections cataloging project.

The Museum Library's Special Collections is seeking volunteers or interns to catalog image records and input descriptive metadata for its *Digital Special Collections* Omeka database. The project may be viewed by visiting: <http://images.library.amnh.org/digital/>

Position description and duties:

Intern will work under the general direction of the Visual Resources Librarian and/or the Project Cataloger.

Responsibilities include but are not limited to cataloging and editing records for the image database on a variety of natural science and anthropological topics.

Qualification requirements:

Enrolled in or graduate of an MLS program with some library experience and/or graduate-level library classes, preferably including digital imaging or digital libraries, and cataloging.

Experience with Omeka open source software is a plus.

Interest in historic photographs and archival collections.

Familiarity with authority work.

Strong research and writing skills.

Good interpersonal skills, responsible, reliable, detail-oriented.

Ability to work flexibly and independently.

A commitment to the project for at least one semester, for 8 hours per week.

Must be able to work on Fridays and attend training sessions.

To apply:

Send a letter of interest indicating if volunteer work or a formal internship for credit is sought, a list of MLS courses taken thus far, and a resume to Clare O'Dowd at codowd@amnh.org. Only candidates selected for an interview will be contacted.