



Avery Classics Cataloging Internship Summer 2016

Avery Architectural & Fine Arts Library is seeking an intern interested in gaining professional hands-on experience in cataloging a collection of American ephemera related to suburban development across the country. This opportunity is designed for an intern to gain experience in original cataloging of special collections materials. .

Skills Development

Interns will work with the Curator of Avery Classics and the Libraries' Rare Book Cataloguer to develop a template for cataloging promotional materials for real estate developments and then catalogue a collection of over 500 ephemeral items using that template. Interns should have some prior cataloging experience to be considered for this internship.

Professional Interactions/Development

Interns will attend meetings of Avery Classics staff to participate in project discussions and will be encouraged to participate in campus-wide events including tours of the conservation lab and other Columbia libraries.

Hours Requirements

Timeframe: 120 hours over 12 weeks

Schedule: 10 hours per week (All interns must commit to schedule at least four hours on one day; otherwise hours are flexible).

Working hours: Monday - Friday: 9:00am - 5:00pm.

This is an unpaid internship that must be used for credit toward a Master's Degree in a Library Science program. *All students must be currently enrolled.* Attendance at an orientation session is required.

To apply for consideration, please send a cover letter and resume to:

Teresa Harris

Curator of Avery Classics

tmh2004@columbia.edu

- **Applications will be accepted through May 15, 2016.**
- **PLEASE INDICATE "CATALOGING INTERNSHIP" IN SUBJECT LINE**