

**CITY OF NEW YORK**  
**DEPARTMENT OF RECORDS AND INFORMATION SERVICES**  
**Municipal Library Internship**  
**Summer 2016**

The Municipal Library, a division of the New York City Department of Records and Information Services, offers an educational (unpaid) internship to a library school student. This internship can be for credit but that is not required. The City Hall Library is the official depository for publications of New York City agencies. The collection includes varied material and resources on New York City history, life and culture.

Projects include:

- Original and copy cataloging for documents using the Mandarin cataloging system with a MARC21 interface. Most of the work entails adding subject headings and cleaning up cataloging records. Also cataloging a backlog of over 500 items.
- Assisting in monitoring and tracking submission of New York City agency publications in print and digital formats.
- Assisting on various reference projects and learning to use the resources in the Library collection.
- Preparing an inventory of library items that could be weeded and other items that could be returned from offsite location.
- Help with digitization projects.

Qualifications/ Special Skills/Areas of study

- Proficient with Microsoft Word, Excel and Access.
- Highly motivated.
- Strong attention to detail.
- Preferably should have completed basic coursework in library and information science.

To apply, or for more information, please contact:

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