

Intern for Archival and Rare Book Collections

Location: Bern Dibner Library of Science & Technology, New York University, 5 MetroTech Center, Brooklyn, NY 11201.

Work schedule: Interns must schedule work during normal office hours: Monday-Friday, 9am-5pm; however, start and end dates and hours per week may be flexible. We will work with you to accommodate the hours needed to complete a for-credit internship.

Position summary: To support our recent merger with NYU and our updated collection development policy, we are re-assessing our print collections to determine best fit across the Division of Libraries. The intern will work with the archival and rare book collections to provide a complete inventory of holdings. This work will include capturing basic bibliographic information, performing catalog searches, assessing the rarity of books, and liaising with NYU Libraries subject specialists and neighboring institutions, such as Brooklyn Historical Society and the Brooklyn Public Library.

The internship is unpaid, but for credit. Candidates must be enrolled in a degree program at the time of the internship.

About Poly Archives: The Poly Archives & Special Collections is housed in the Bern Dibner Library of Science and Technology, a member of the NYU Division of Libraries, at the NYU Tandon School of Engineering in Brooklyn, NY. The Poly Archives collects the records of the school, and the former Polytechnic University, as well as special collections relating to the history of science and engineering, particularly within Brooklyn. <http://library.poly.edu/about/archives>

About NYU Tandon School of Engineering: NYU Tandon School of Engineering is a comprehensive school of engineering, applied sciences, technology and research, and is rooted in a [tradition of invention, innovation and entrepreneurship](#). The institution, founded in 1854, is the nation's second-oldest private engineering school. In addition to its main campus in New York City at MetroTech Center in downtown Brooklyn, it also offers programs at sites throughout the region, around the globe and remotely through online learning. The NYU Tandon School of Engineering is an integral part of NYU Abu Dhabi, NYU Shanghai, and the NYU Center for Urban Science and Progress (CUSP) in downtown Brooklyn. <http://engineering.nyu.edu/>

To apply contact: Lindsay Anderberg, Archivist & User Services Librarian | landerberg@nyu.edu