

**Yonkers Public Library
Special collections and Archives**

Local History Internships

Photo Archivist Track - will assist in developing process and protocols for scanning local history photos. Will be involved in the creation and assignment of metadata tags for meaningful indexing. This internship will include handling and scanning of archival materials, helping to develop training standards for volunteers, and setting up workflows and best practices going forward. This is part of a new local/oral history project and the intern will have considerable contribution to a large public library archival program.

Oral History Track - will assist in developing process and protocols for recording oral history interviews. Intern will be engaged in the direct work of interviewing and recording histories. Intern will also set metadata tags for indexing and access, will curate select interviews for podcasts, and will perform support and assistance as needed. This position will include outreach. This is part of a new local/oral history project and the intern will have considerable contribution to a large public library archival program.

Closed Collection Internship

Collection Assessment Internship - This internship will focus on the assessment and management of a large closed stacks research collection. This collection includes journals, rare books, and archival materials. The internship will involve making an inventory of materials, assessing value and use, and working with library administration to maximize potential resources for this collection as relates to the larger collection management practice of the library.

Please contact:

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About Yonkers Public Library

Yonkers Public Library is a three branch public library serving the fourth largest city in New York State. With a service population of over 200,000 YPL is an energetic forward thinking library that is currently engaged in a number of innovative and groundbreaking initiatives. This is a high energy library environment and these internships will be in new programs where the intern will make real contributions at the outset.