

**Avery Architectural & Fine Arts Library**  
Columbia University Libraries  
Summer & Fall 2017 Internship opportunities

Avery Architectural & Fine Arts Library is accepting applications for internships in its special collection departments. These internships will provide students with experience in assessing, re-housing, and cataloging rare books, ephemeral collections, architectural drawings and archival materials, and metadata development for digital content. Interns will learn by working with Avery's expert staff of curators, librarians and archivists, and will also be guided by Columbia University Libraries' conservation, cataloging and metadata teams.

**Avery Classics (rare books) Internship**

Contact: Teresa Harris, Curator [tmh2004@columbia.edu](mailto:tmh2004@columbia.edu)

Hands-on experience cataloging a collection of American ephemera related to rural and suburban development across the country. This opportunity is designed for an intern to gain experience in original cataloging of special collections materials. Interns will work with the Curator of Avery Classics on cataloging promotional materials for real estate developments including a collection of over 600 ephemeral items. Interns should have completed coursework in rare book cataloging and have some prior cataloging experience to be considered for this internship.

**Avery Drawings & Archives Internship**

Contact: Pamela Casey, Archivist [pfc2108@columbia.edu](mailto:pfc2108@columbia.edu)

Work with Avery archivists on rehousing and physical arrangement of the Frank Lloyd Wright Foundation Archives photograph collection. The collection, made up of photographs, negatives, and slides, features images of Wright projects as well as personal photos and portraits. This is a significant part of the Wright archive at Avery, and this project is essential for preservation, discoverability, access and use of the collection. The Intern will physically resort and provide new housing and labeling for this collection comprised of more than 4,000 historic original photographs items and thousands of copy prints and negatives. Applicants should have a strong grasp of archival principles and best practices; experience working with photographic collections would be helpful. Must be detail-oriented, proactive, have strong decision making and research skills, and demonstrated ability to manage time and tasks and complete projects in a timely manner.

**Avery Digital Assets Internship**

Contact: Margaret Smithglass, Registrar & Digital Content Librarian [ms4762@columbia.edu](mailto:ms4762@columbia.edu)

Assist Digital Content Librarian with digital asset management and metadata creation. Primary focus will be processing and developing metadata records for digital files representing original materials held in Avery's special collections. Digital assets include images of works from Avery Classics (rare architectural books), Drawings & Archives (images of architectural drawings), and Art Properties (artworks from all cultures and time periods, in all media). Intern must be detail-oriented, possess knowledge of digital image file formats; prior experience working with digital image files and familiarity with metadata schema and data development preferred.

**Terms of internship:**

Availability: Summer and Fall 2017

Compensation: Avery offers paid and unpaid internships.

Unpaid internships must be taken for credit at accredited graduate program in library science, museum studies, art/architectural history.

Paid internships are available to qualified graduate school applicants; applicants for paid internships must have completed cataloging and/or archival processing coursework and provide demonstration of prior experience in cataloging, metadata development or archival processing.

Work hours: Minimum of 7-15 hours per week for full semester  
Monday-Friday between the hours of 9:00 AM – 5:00 PM

Location: Avery Architectural & Fine Arts Library on Columbia's Morningside Campus  
[http://www.columbia.edu/about\\_columbia/map/avery.html](http://www.columbia.edu/about_columbia/map/avery.html)

Application: Please send cover letter and resume to contacts listed above.