

Cataloging and Comics Archives Internship Opportunity!

Internship with Columbia University Libraries Original and Special Materials Cataloging Unit and the Rare Book & Manuscript Library

Fall 2017 semester

The Columbia University Libraries is one of the top five research libraries in North America. Columbia's Rare Book & Manuscript Library, its principal repository of primary source materials, has a fast-growing collection of comics and cartoons, and recently acquired a large collection of American and European [minicomics](#). For the purposes of an appraisal that must be done before year's end, a complete inventory is required.

As the Minicomics Inventory Project Intern, you will work within the Original and Special Materials Cataloging Unit at Butler Library. You will be overseen by Amber Billey, Metadata Librarian, and Karen Green, Curator for Comics and Cartoons in the Rare Book & Manuscript Library. Work will include creating a basic Dublin Core record for each item in the collection. No prior familiarity with minicomics is required.

Tasks:

- Handling and describing special collections materials
- Creating Dublin Core inventory records for each item in the collection
- Researching minicomics titles and authors
- Utilizing cataloging tools such as RDA Toolkit, Library of Congress Authorities, and WorldCat

Qualifications and Skills:

- Currently enrolled in a MLIS program
- Excellent oral and written skills. Legible, neat handwriting.
- Familiarity with cataloging and metadata standards such as Dublin Core, RDA, ISBD, and Library of Congress Authorities
- Completion of an Introduction to Knowledge Organization or Metadata course
- Familiarity with G Suite applications

This is an unpaid internship and **must** be taken for credit through your school. Interns are asked to commit for at least 10 hours per week within Monday-Friday during normal business hours.

To apply please submit the following:

1. Cover letter explaining your career objectives and what you hope to gain from this internship
2. Resume or CV detailing your education and work experiences

Send these materials and any questions to amber.billey@columbia.edu. Please place "Minicomics Inventory Project Internship" in the subject line of your email.