

# MARITIME COLLEGE | STEPHEN B. LUCE LIBRARY

## **Archives Internship – Fall 2017**

The Stephen B. Luce Library at SUNY Maritime College seeks a student intern for the fall 2017 semester to assist with processing archival collections. The archives intern will be trained and supervised by an experienced archivist, and will emerge with a well-rounded understanding of how an archives operates in a small academic library.

## **Intern Project**

The institutional records of Maritime College were first arranged by a student at the Palmer School of Library Science in 1974 as the school celebrated its centennial. Over forty years later, the original schema she created is relatively intact, and has grown into a 300+ page finding aid in Microsoft Word. Having successfully adopted [ArchivesSpace](#) for management of archival collections, the library is now poised to modernize access to the collection. The intern will assist the Archivist in migrating the intellectual description into ArchivesSpace, employing MPLP and extensible processing strategies and ensuring that the new records conform to Describing Archives: A Content Standard (DACs).

## **Requirements**

Appropriate candidates will be currently enrolled in a Master's program in Information and Library Studies, with at least some coursework in archival studies. The intern should be familiar with basic archival principles and standards. The intern is expected to commit to two days a week (12-15 hours total), and must work Monday – Friday during day time hours. Candidates conducting an internship for course credit are preferred.

## **To apply**

Send a resume and cover letter to Annie Tummino, Archivist and Scholarly Communications Librarian, at [atummino@sunymaritime.edu](mailto:atummino@sunymaritime.edu).

## **About SUNY Maritime College and the Stephen B. Luce Library**

SUNY Maritime College is located on a 55-acre scenic waterfront property on the outskirts of New York City on the Throggs Neck peninsula. The college prepares students for jobs in the maritime industry through a unique combination of academics and applied learning, including summer sea terms and internships.

The Stephen B. Luce Library has a longstanding commitment to storing and preserving America's maritime heritage. As the first maritime school in the country, founded in 1874, the college's

institutional records document the development of nautical education in the United States. Additionally, the library is home to the records and papers of over fifty maritime organizations, professionals, and college alumni.