

**CITY OF NEW YORK**  
**DEPARTMENT OF RECORDS AND INFORMATION SERVICES**  
**Municipal Library Cataloging Internship**  
**Fall 2017**

The Municipal Library, a division of the New York City Department of Records and Information Services, offers an educational (unpaid) internship to a library school student. This internship can be for credit but that is not required. The City Hall Library is the official depository for publications of New York City agencies. The collection includes varied material and resources on New York City history, life and culture. The internship would focus on cataloging materials and other technical services functions.

Projects include:

- Original and copy cataloging for documents using the Mandarin cataloging system with a MARC21 interface.
- Assist in cataloging a backlog of over 500 items.
- Work on cleaning up cataloging records and adding subject headings.
- Deaccession materials that are being weeded from collection.

Qualifications/ Special Skills/Areas of study

- Proficient with Microsoft Word, Excel and Access.
- Should have completed one cataloging course or be enrolled in such course.
- Highly motivated.
- Strong attention to detail.
- Preferably should have completed basic coursework in library and information science.
- To apply, or for more information, please contact:
- Christine Bruzzese,
- Supervising Librarian,
- Municipal Library
- NYC Department of Records and Information Services,
- 31 Chambers Street, Room 112
- New York, NY 10007
- (212) 788-8595
- [cbuzz@records.nyc.gov](mailto:cbuzz@records.nyc.gov)