

The Library of The Jewish Theological Seminary

We are a medium size academic library in Manhattan, located on Morningside Heights, just at the northern end of the Columbia University campus. We are currently in transition while JTS builds a 21st century campus which includes building a new library. Notwithstanding the construction project, we can offer a wide range of internships for your students in different functional areas of an academic library. A semester-long internship will provide your students with hands-on academic library work, under the supervision of our experienced staff. We can accept one to two interns per semester, for some of the internships knowledge of Hebrew and/or Jewish studies is necessary but certain not for all of them. For this academic year we can accept interns in the areas listed below.

The Library of The Jewish Theological Seminary holds the foremost collection in Judaica in the Western Hemisphere. With approximately 400,000 printed books, The Library is the repository houses manuscript codices, graphic art collections, archives, and is currently actively building its digital library. We are seeking Library School interns for many different projects within the Library. Some of them require subject knowledge and knowledge of Hebrew but many do not. It is a unique opportunity to work with very experienced librarians who will supervise and guide the student in each specific project. The Library is located on Morningside Heights, just north of the Columbia University campus, at 3080 Broadway (at 122nd Street), New York, NY 10027.

For internships please contact Naomi Steinberger, Director of Library Services, The Library of The Jewish Theological Seminary. nsteinberger@jtsa.edu or 212-678-8982

1. **Searching and Copy Cataloging (using OCLC and ExLibris ALEPH500)**
 - a. Searching and copy cataloging out of print and rare books in English, Hebrew, Yiddish and European languages for people with knowledge of Hebrew and/or Yiddish and interest in Jewish Studies.
2. **Serials:**
 - a. Searching online availability of out of print serials.
 - b. Searching, cataloging and organizing old and scarce individual serials issues
3. **Microforms:**
 - a. Creating an inventory of microforms of manuscripts and rare materials and bar coding the collection.
4. **Archives**
 - a. Assist with processing collections. Knowledge of German and other languages are helpful. Knowledge of music helpful.
 - b. Archival cataloging – updating existing data into Archivists toolkit