Lesbian Herstory Archives

Internships: Special Projects

The Lesbian Herstory Archives (located in Park Slope, Brooklyn, NYC) is looking for students who are interested in gaining library and/or archives experience with a demonstrated interest in Lesbian History.

We have a number of exciting projects for the upcoming academic year. Students must be currently enrolled in an M.L.S., Archival or Digital Asset Management (DAM) studies program to apply. This is an unpaid internship opportunity but lunch will be provided.

What We're Offering

* Interns will have the opportunity for practical application of archives and library skills.
* Course credit and letters of recommendation will be provided upon request.
* Interns will also receive the opportunity to attend workshops and classes outside of LHA
* Interns will be supervised by professional librarians and other archives professional staff
* Lunch will be provided

Requirements

* Availability for at least one full 8/hr week day per week.
* Completion of at least 1 full semester of Library Science /Archives / Digital Management courses OR experience working in a library/archive
* Familiarity with cataloging, database data entry and archival processing
* Skilled in the use of MS Office and/or Google Docs and regular office equipment (copier, scanner, etc)
* Accustomed to working in a Windows/PC environment

COLLECTION AREAS

Book Collections: Processing & Cataloging

Interns will process new book donations and catalog books once they are ready to go on the shelf. Interns will learn to care for old and rare books as well as work on special projects to highlight different parts of the collection on-site, in traveling exhibits and on the web.

Audio & Video Collections: Digitization & Preservation
Interns will process incoming donated materials, update cataloging records, prepare collections for off-site storage and contribute to the collection management meetings & creation of the operating procedures manual.

Interns will assist with digitization of archival audio and video materials for preservation and improved access.

Online Public Access Catalog (OPAC) Project: Data Cleanup & Design

Interns will perform database cleanup in a variety of collections and contribute to the design, testing and launch of the LHA's new OPAC. Will also involve metadata creation and management.
APPLICATION PROCESS

Submit a Cover Letter (skills, experience, relevant interests & availability) and Resume to lha_interns@earthlink.net

Type “Internship -Spring 2015” in the Subject Line.

All documents must be attached as a PDF.  NO PHONE CALLS PLEASE.

About The Lesbian Herstory Archives

In operation since 1974, The Lesbian Herstory Archives<http://www.lesbianherstoryarchives.org/> is home to the world's oldest and largest collection of archival, bibliographic and multimedia materials by and about the diverse lesbian experience.

LHA is, and has always been, an all-volunteer run, 501(c)3 , non-profit educational organization with no paid staff and no government support.  We rely upon individual donations and private foundation support.

We offer research assistance to academics, artists, filmmakers authors, individuals and classes.  We also provide tours, exhibits in-house events and a semester-long Lesbian Studies course.  Our open hours are listed on our website in the "Calendar" section.  Please visit us to browse, do research or volunteer any time we are open.

Follow Us on Facebook<https://www.facebook.com/pages/Lesbian-Herstory-Archives/24939682269>