



SUMMER 2020 INTERNSHIP ANNOUNCEMENT

Library Services – Cataloging

Position Title: Library Services – Cataloging

Preferred Start Date: Negotiable

Duration: Negotiable

Days required per week: 3

Hours required per day: 5

Position Information

The Abraham Lincoln Presidential Library in Springfield, Illinois is seeking a cataloging intern for the summer months, May through August. This position is open to recent graduates of, or students currently enrolled in, a graduate library or information science program who have an interest in pursuing the cataloging profession and have little to no experience. This is an unpaid opportunity but can also be configured for course credit or as a practicum. The intern will get experience in:

- Copy cataloging on serials in the library's holdings.
- Searching for MARC records in OCLC Connexion.
- Updating records in the library's bibliographic database.
- End processing on selected materials.
- Assisting with other cataloging projects as assigned.

Knowledge, Skills, and Abilities

Recent graduate of, or current enrollment, in an ALA-accredited master's program for library and/or information science with little to no real-life cataloging experience.

Completed coursework in descriptive and subject cataloging.

Knowledge of AACR2, RDA, and Library of Congress classification systems.

Exacting attention to detail.

Ability to take direction and work independently.

Ability to lift 25 lbs. and push a book truck.

To Apply

Submit a complete internship package by mail or email including the following:

- Completed and signed Internship Application Form
- Resume
- 3 References
- 2 Letters of Recommendation
- College transcript (a photocopy is acceptable)
- Letter of interest stating reasons for wanting to be an intern at the ALPLM, including:
 - Personal goals
 - Expectations of intern experience
 - How the internship relates to career plans
 - What he/she believes they can contribute to the Museum and/or Library
 - Special interests and abilities
- If doing this for university credit, supply school requirements and advisor's name and contact information

Mail or email your completed application package to:

Abigail Cline
Education Coordinator
ALPLM
112 North Sixth Street
Springfield, IL 62701

Abigail.Cline@illinois.gov