**2016 Research Internship Summer Program**

Research, Development, and Technology Transfer Program

**POSITION 01: LIBRARY INTERN**

**Description**

The DDOT Library houses the agency’s general, reference, map, serial, periodical, multimedia, and historical collections, as well as a small archival collection. The collection includes studies, reports, and plans from the various administrations across DDOT and the District government, as well as manuals, specifications, and other publications from professional and government organizations.

The Library is seeking an intern to assist the Librarian with running the day to day operations of the library, including but not limited to:

- Quality checking the catalog records
- Shelving materials in Library of Congress call number order
- Typing labels
- Assisting with daily reference requests
- Scanning historical photos and documents for our digitization project
- Adding metadata for the photos and documents into our Omeka content management site
- Shelf-reading to check for correct call number order/cataloging errors
- Assisting with the library’s social media activity (e.g. Tumblr)

**Intern Skills:**

- Cataloging experience/taken a cataloging class is desirable but not required. (Note: Our software comes with the MARC coding already done, so it’s a matter of entering the information.) A basic familiarity with Library of Congress (LOC) classification should suffice so that the intern can shelve the books in LOC
- Basic knowledge of how to use library cataloging software and perform searches
- Basic knowledge of how to scan photos and upload them to a site
- Basic knowledge of adding metadata
- Candidates should be currently enrolled in a Library and Information Science Master’s program