

COLLECTIONS INTERN JOB DESCRIPTION

Virginia Historical Society

Collections Division: Technical Services

Title: CMLS Cataloging Library Assistant

Reports to: Director of Technical Services and Cataloging Library Assistant

Hours per week: 8-15 hours per week, paid, \$10.00 per hour

Education and Experience: 3.0 GPA

Student in a degree program for Library Science, History or related field. Cataloging experience for published materials preferred.

Start dates: August 28 (Orientation)

Summary: The Cataloging Library Assistant will assist in the cataloging of the CMLS Confederate imprint collections; assist the Director of Technical Services in other areas such as preservation of the collection; other duties as assigned.

Duties and Responsibilities:

Accession all items as the first step in the cataloging process.

Search the VHS online catalog to determine whether another copy already exists in our collection.

Search OCLC to determine if other libraries have cataloged the item.

Assist the Cataloging Library Assistant in editing and producing OCLC and online catalog records.

Assist the Director of Technical Services in rehousing the collection as time permits.

Knowledge and Skills:

Well organized and able to work independently and cooperatively with others in an open space environment.

Ability to organize and prioritize duties.

Accuracy and attention to detail.

Familiarity with Virginia and U.S. history.

Ability to pass the Society mandated background check.

Experience with using online catalogs

Application Requirements:

- Complete online application form
- Send resume and cover letter
- Complete onsite interview
- **Application Deadline:** August 18, 2017 for Fall 2017

For additional information, please contact Paulette Schwarting, Director of Technical Services, at paulette@vahistorical.org