



## **Title of Internship**

Glenstone Library Collections Intern

## **Location**

Located just outside of the nation's capital in Potomac, Maryland, Glenstone (<http://www.glenstone.org/>) is a museum that seamlessly integrates art, architecture, and landscape into a serene and contemplative environment to form a unique connection between art and the visitor. Glenstone expresses the personal vision of its founders by assembling and presenting post-World War II and contemporary art of the highest quality in a series of refined architectural and outdoor spaces.

The Glenstone Library collects, preserves, and provides access to published, secondary source materials documenting the development of post-World War II art, architecture, and landscape. The library is non-circulating, and functions to provide collections staff with research materials on specific artists, works, or movements to support the curatorial work and the mission of Glenstone.

## **Full or Part Time**

This is a part-time, 3 days (24 hours) per week internship to be completed during the summer months and during regular business hours. Work must be completed on Mondays and Tuesdays, but there is some flexibility in determining the remainder of the intern's weekly schedule.

## **Position Summary**

The position of **Library Collections Intern** reports to the Assistant Librarian, with guidance from the Chief Archivist. The Glenstone Library is preparing to

implement a new integrated library system (ILS) for its collection. In preparation for this implementation, Library and Archives staff have been conducting an extensive inventory of all library materials and have completed approximately one third of the inventory thus far.

The Library Intern will assist the Assistant Librarian in completing the inventory of current library holdings. The project will involve cataloging and assigning or updating correct locations to the materials in the library, which include artist monographs, catalogues raisonnés, exhibition catalogues, rare books, periodicals, and theory books on the subjects of art, architecture, and landscape.

This position may include the assignment of other duties, as necessary.

### **Learning Opportunities**

The Library Intern will:

- Gain library cataloging experience
- Gain knowledge of collections management
- Gain an understanding of the organization and inner workings of a newly developed, small contemporary art museum library
- Enhance their resume and practical library experience through the completion of a professional project

### **Key Relationships**

Reports to: Assistant Librarian

### **Major Responsibilities**



- Assist in the shifting and relocation of library materials prior to the inventory
- Identify and create catalog records for library materials using the provided software technology
- Perform book processing and light book mending as necessary
- Assist in retrieving library materials from the stacks in response to reference requests from museum staff
- Shelve new library materials as needed
- Other duties as assigned

**Qualifications:**

- MLS graduate student in library, archives, and/or information science
- Coursework in descriptive cataloging, bibliographic control, classification, and information organization
- Proficiency with PC, Apple computers, and Microsoft Office tools
- Proficiency with common database management systems such as FileMaker Pro and Microsoft Access, as well as library, archive, and museum database systems
- Basic knowledge of professional museum metadata standards such as MARC, RDA, AACR2, and with thesauri such as the Getty vocabularies and Library of Congress authorities
- Ability to lift a minimum of 30 pounds

**Additional Selection Criteria**

- Paraprofessional experience in libraries or archives
- Paraprofessional experience in a special collections, museum or non-for-profit cultural organization

- Interest in art and art history and/or undergraduate degree in art history or related field
- Excellent organizational and analytical skills
- Accuracy and attention to detail
- Effective verbal and written skills
- Ability to exercise discretion and maintain confidentiality
- Ability to take direction and to work independently

### **Compensation**

\$15.00/hour stipend, minus any required withholdings, to be paid pursuant to Glenstone's regular payroll process, which currently is bi-monthly.

### **To Apply**

Send a cover letter, resume, and a list of 3 professional references (including full contact information and email addresses) to Tessa Brawley, Assistant Librarian, at [tessa.brawley@glenstone.org](mailto:tessa.brawley@glenstone.org).

The application deadline is June 16, 2013.

Applicants must provide their own transportation. Parking is provided.

Glenstone is an equal opportunity employer.