

## CHICAGO HISTORY MUSEUM

INTERN POSITION DESCRIPTION: Library Stacks Improvement Project

INTERNSHIP TITLE: Library Improvement Intern

DEPARTMENT: Research and Access]

INTERN SUPERVISOR: Technical Services Librarian

STATUS: Unpaid Intern (non-employee)

ACTIVITY SUMMARY: The intern will identify cataloging and conservation problems and organize shelving of books and periodicals, verifying items against their cataloging, assuring their correct placement in the stacks, and listing problems for future attention.

Note: this internship position exists for individuals willing to volunteer their services without expectation or contemplation of compensation.

### POSITION SPECIFIC ACTIVITIES AND CORRESPONDING EDUCATIONAL GOALS:

Activities include: Progressing one shelf at a time, check that the volumes on the shelf are in call-number order; transfer volumes into the intern's work area, and researching them in the online catalog; match each book or periodical to its catalog record; list any cataloging anomalies that are discovered and major conservation problems encountered.

ACTIVITY	EDUCATIONAL GOAL
<p>Progressing one shelf at a time, the intern will check that the volumes on the shelf are in call-number order, and if they aren't, the intern will place them in order.</p> <p>Then, the intern will transfer volumes from the library stacks onto a cart, dust them and the shelf, and move them into the intern's desk area. At the end of researching the volumes, return them to their shelf and continue with the next shelf.</p>	<p>The intern will learn and apply Library of Congress call-number patterns (LC Classification) and the Chicago History Museum's adaptation of them. The intern will also gain experience and understanding of complex systems for the categorization of information. LC Classification is used in most libraries in the United States.</p> <p>The intern will become familiar with and apply preferred methods of handling and packaging library materials to help conserve them for the long-term.</p>
<p>The intern will search the online catalog to match each book or periodical to its catalog record, examine each item and list any cataloging anomalies that are discovered. Also, the intern will flag items cataloged only in the card catalog and not online.</p>	<p>The intern will develop expertise in searching a modern online library catalog and discover ways in which a specialized catalog--such as the History Museum's online catalog--differs from those of public libraries and others.</p> <p>The intern will learn about and improve their methods of searching (by call-number, by title, by date, etc.) in order to find and match miscataloged volumes to their catalog record--or verify that no catalog record exists for the item. They will become adept at analyzing the multiple discovery methods available.</p>
<p>The intern will provide feedback to staff via a</p>	<p>The intern will have opportunity to interact with</p>

list of items with severe conservation problems.	professional staff, practice communication skills, and widen their familiarity with various conservation issues.
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ADDITIONAL INTERN ACTIVITIES:

- Assist the staff if small amounts of reorganizing of the stacks or of other collection packaging and storage is needed.
- Intern will be given opportunities to attend organizational events such as staff meetings and other meetings such as brown bag lunches to gain a broader understanding of the workplace and its initiatives. In addition, opportunities for networking and informational interviews with staff will be available at the intern's request.
- Other activities as assigned that will further the intern's learning, knowledge, and experience.

GENERAL GOALS:

***The Intern's activities help fulfill the Museum's mission and purpose which is "To help people to make meaningful and personal connections to history" and will serve a civic, charitable, and humanitarian purpose consistent with our non-profit status.***

-This internship will provide training similar to that which would be given in an educational environment and which is primarily for the benefit of the intern;

- This internship will also provide the intern with close supervision by regular employees qualified in the intern's field of study.

- CHM will cooperate with educational institutions to ensure that the internship is academically oriented for the benefit of students;

CHM VALUES:

Contribute to and promote a positive culture at CHM by demonstrating the following values in their interactions with colleagues, external partners, and all audiences and through the products developed and services delivered:

Discovery: brings a sense of wonder and curiosity to their work, seeking new ideas and opportunities or approaches to advance the work of the museum. Makes connections to their colleagues and their work; with CHM audiences and history; and with the collections and current scholarship.

Creativity: never satisfied with the status quo, always ready to take chances, try new things, and be original through initiating exploration of alternative possibilities, idea generation, and problem solving. Imagines new and innovative processes, services, products, and experiences.

Empathy: strives to get along with everyone, to invest in collaborative work, and to see things from other people's perspectives through anticipating the needs of colleagues and CHM audiences. Recognizes that it is no longer enough to treat people the way that you want to be treated, but must try to treat others as they want to be treated.

Authenticity: is genuine and true in all relationships; delivery of products and services; and the interpretation of history.

Integrity: is honest, ethical, and fair in work ethic, business practices, internal and external relationships, and scholarship. Is a good ambassador for CHM at all times.

Service: contributes to a culture that extends quality customer service to CHM's audiences to ensure they feel welcome, safe, and comfortable, and to colleagues through being courteous, responsive, and supportive of the work of others.

Collaboration: fosters a positive spirit when working with others and on teams through being inclusive; freely sharing ideas, information, and abilities; seeking and respecting the contributions and viewpoints of others, and thoroughly integrating this input in their work.

Purpose: The Chicago History Museum's purpose is to help people make meaningful and personal connections to history.

SUPERVISOR: Technical Services Librarian.

WORKING RELATIONSHIPS:

Technical Services Librarian, Director of Research and Access, Research Center Pages

QUALIFICATIONS:

- At minimum: completed one year of college. Study of history or English is helpful but not required.
- Requires prior experience reshelving books in a library or organizing and filing other materials according to an alpha-numeric pattern; prior experience searching library or other databases by ID-numbers.
- Knowledge of Chicago history is helpful but not required.
- Physical requirements:
  - Ability to transfer library volumes to/from shelving and carts carefully, efficiently, and in accurate order;
  - Ability to move volumes to/from shelves that are between 3 inches and 5 feet from the floor;
  - Ability to push loaded carts from room to room;
  - Ability to read call-number labels in low-light situations;
  - Ability to work with dusty materials for hours in rooms that smell like old books.
- Requires ability to function independently as well as in collaboration with staff.
- Requires aptitude and willingness to deal with detail and follow precise instructions.
- Requires ability to learn and apply careful collection-handling techniques and learn to identify conservation problems that need to be flagged.
- Requires ability to write or print clearly and/or type the information in Microsoft Word.

- Requires ability to use English precisely and efficiently in order to search the online catalog; and ability to compare multiple catalog records to title pages written in English in order to match a volume to its correct catalog record.
- Commitment to follow the rules and guidelines contained in the Chicago History Museum Internship Program Handbook.
- Agreement to submit to a background screening and provide 2 recent references.
- Commitment to the mission, values, and programs of the Chicago History Museum

TIMEFRAME OR COMMITMENT:

12 hours each week for at least 12 weeks scheduled during June through August, Monday through Friday, hours between 9:30 a.m.-4:30 p.m.

*This internship description is not intended to be an express or implied contract between CHM and anyone. CHM reserves the right to change or assign other duties to this intern position as necessary. CHM is an equal opportunity institution.*

APPLICATION DEADLINE

March 1, 2013

HOW TO APPLY

A completed internship application consists of the following:

- a completed internship application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- contact information for two references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. The Chicago History Museum does not discriminate on the basis of race, color, religion, sex, or national origin.