

## **Philadelphia Yearly Meeting records Processing Internship Quaker & Special Collections**

The Library offers an internship for the summer of 2017 based in Quaker & Special Collections. The intern will primarily work with Philadelphia Yearly Meeting records. PYM is an important Quaker body involved with a variety of issues of local and national importance, including relations with Native Americans, abolition, education, and more.

### **Project**

Want to learn (more) about Quakerism?  
Interested in engaging with original primary materials from the 17th century to today?  
Come work with the Philadelphia Yearly Meeting records!

The intern will have the opportunity to learn about how a rare books and manuscripts department works, and help make these materials more accessible for research. You will help create order within the collection, provide context through research, and input information into an online system for public display, as well as handling physical materials. You will learn how to process the collection, create finding aids, and do basic preservation work on the materials. You will work directly with the collection, and in consultation with the project advisor will arrange and describe the materials.

### **Oversight**

Mary Crauderueff, Curator of Quaker Collections will serve as the project supervisor and will meet regularly with the student to offer advice and direction. The intern will also have the opportunity to work closely with other Quaker & Special Collections staff.

### **Skills required**

The successful applicant will have: 1) an interest in history, library science, and/or Quakerism; 2) strong research skills; 3) strong written and oral communication skills; and 4) attention to detail.

### **Duration & Funding:**

- 11 weeks; May 15, 2017 – July 28
- 35 hours per week between 9am and 5pm
- \$11.00/ hour

**To apply**

To apply, please fill out the library's summer internship application form and provide a short statement (500 words or less) describing why you are interested in this internship and why you think it would be a good fit. Please describe any experience you have working with special collections materials and/or knowledge of Quakerism and provide the name of a faculty member who we can contact as a reference. Applications are due by February 15.