

Quaker & Special Collections Summer Library Internship

The Library offers an internship for the summer of 2017 based in Quaker & Special Collections. The intern will assist researchers in the Reading Room and with off-site research requests and reproduction orders, and arranging and describing manuscript materials such as personal and family papers and Haverford College records.

Project

The internship will provide the student an opportunity to learn about the workings, particularly interactions with patrons, of a rare books and manuscripts department. The intern will also have the opportunity to learn about manuscript materials, particularly College history and Quaker family related materials.

The intern will process materials from the College Archives, including student-created materials such as diaries and scrapbooks, and materials from various campus organizations and offices. This will include researching the people and events described in materials, arranging materials, describing their content, and creating guides to the collection. The intern will also learn basic preservation practices. The intern will also work with newly-acquired Quaker family materials to describe and inventory these materials.

The intern will also have the opportunity to engage in research and writing as part of a digital project centered on Quakers and travel. This exhibit will be featured on the Libraries' website, and will afford the intern the opportunity to engage with, interrogate, and analyze rare books and manuscripts. Potential topics of research include Quaker missionaries, travelling ministers, visits to American Indian populations, and relief work, among others.

Oversight

Krista Oldham, College Archivist/Records Manager, 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 and metadata staff.

Skills required

The successful applicant will have:

- An interest in history, library science, and/or Quakerism
- Strong research skills
- Strong written and oral communication skills

- 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 or digital projects and provide the name of a faculty member who we can contact as a reference.

Applications are due by **February 15**.