

INDIANA STATE LIBRARY – NEWSPAPER COLLECTION INTERN

JOB DESCRIPTION

The Indiana State Library is seeking an intern to assist the newspaper librarian in the Indiana Collection. The Newspaper Section contains print editions of current daily and weekly newspapers published in Indiana and print or microfilm back files of both currently published and discontinued newspapers. It is the largest repository of Indiana newspapers in the world, with nearly 100,000 reels of microfilmed newspapers available for use on-site or through interlibrary loan. The incumbent will work with various aspects of the collection, including collection development, indexing, and creating bibliographies.

ESSENTIAL FUNCTIONS:

- Assists in the development of an index/database for the Indianapolis Recorder
- Creates pathfinders on a variety of Indiana topics
- Updates the online newspaper holding guides
- Manages the library's duplicate newspaper microfilm
- Researches other newspaper indexes and abstracts to add to the State Library's collection
- Assists in the day-to-day activities of the newspaper section of the Indiana Collection.
- Organizes, prepares, and submits statistics and other reports as required
- Assists newspaper librarian with reference and collection development activities as assigned.
- Performs other duties as assigned

QUALIFICATIONS:

Applicant must be enrolled in an ALA-accredited Masters of Library Science degree program or equivalent. An interest in history, an eye for detail, and spreadsheet/database experience is desirable.

ADDITIONAL INFORMATION:

Interested candidates should email a copy of their résumé to agriffis@library.IN.gov. Also, please include in the body of the email a brief cover letter or statement detailing which intern position(s) most interest you.