

Internship Opportunity



Multiple Opportunities Available

Posting Date: March 27, 2018

THIS MAY BE THE OPPORTUNITY FOR YOU!

A LITTLE BACKGROUND HISTORY

The [California State Library](#) was founded in 1850 and is the state's information hub, preserving California's cultural heritage and connecting people, libraries and government to the resources and tools they need. The State Library has an extensive collection of documents from and about the state's rich history. The library also holds federal and state publications and is home to the Bernard E. Witkin State Law Library and the Braille and Talking Book Library.

Internship Summary

The California Information File I is an analog subject file that provides access to almost 150 years of historical materials stored in the California Room and other units of the California State Library. However, because it is analog it is inaccessible to online users and most remote patrons. The intern in this position will not only be uniquely positioned to become an authority on the California Room's collections, he or she will have the opportunity to dramatically improve public access to the library collection by digitizing this file, rendering it word-searchable and preparing it for entry into the California Room's online database. If you are interested in an opportunity to discover the unique collections held in the California State Library, learn how these valuable materials are made available to the public and be instrumental in helping improve public access to over 160 years of invaluable historic resources, this internship may be for you !

JOB DUTIES

- Individually scan fragile index cards from the California Information File
- Render scans of the library index into textual records using OCR technology
- Process digitized files by running Visual Basic macros to improve record accuracy and by double-checking the results
- Maintain and update processing manual
- As time and interest allows: Evaluate overall process and pinpoint areas that need improvement.
- As time and interest allows: Assist with special collection projects

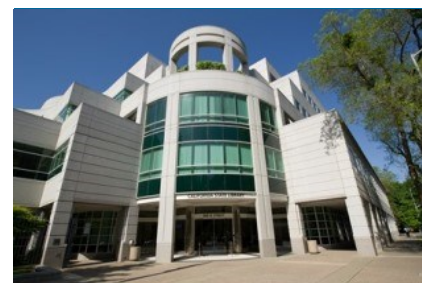
DESIRABLE QUALIFICATIONS

- Basic computer and keyboarding skills, familiarity with the Microsoft Office Suite
- Ability to lift card files weighing 3-5 pounds
- Allergy alert! Interns with sensitivity to dust should avoid this position
- Some museum or archives experience is helpful, but not required
- Ability to communicate effectively and pay close attention to detail

APPLICATION PROCESS

This is a non-testing classification, therefore anyone meeting the minimum qualifications listed on the classification specification may apply for this position. Individuals who are, or have been, a dependent child in foster care, a homeless youth, or a formerly incarcerated youth as defined by Government Code section 18220 are encouraged to apply and will be given priority. If you are applying under this eligibility status, please note on your application your eligibility by stating "preference under Government Code section 18220". Please note that prior to appointment, individuals claiming preference under one of these categories will be required to furnish documentation establishing their eligibility.

Please submit your resume and cover letter to
csljjobs@library.ca.gov



California History Section Index Conversion Specialist

- ◆ Accepting Applications until positions are filled
- ◆ Minimum commitment of 6-16 hours per week and 2 month duration
- ◆ Flexible weekly schedule

The State Library serves the people of California in several ways:

- ◆ It is the central reference and research library for state government and the Legislature.
- ◆ It provides non-partisan research to the Legislature and the Governor.
- ◆ It collects, preserves, generates and disseminates information from California's priceless historical items to today's online texts.
- ◆ It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs and services.

California State Library
Human Resources
Services Office
900 N Street
Suite 400
Sacramento, Ca. 95814

Phone: 916-654-0202

E-mail:
csljjobs@library.ca.gov

Website:
www.library.ca.gov