

# 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 manuscript collections of the California History Section in the State Library contain materials of all descriptions covering not only the entire period of California's statehood but also the Spanish and Mexican periods. These unique collections house valuable research sources that cannot be found elsewhere and are critical to the mission of the library. However, while much of this material has been processed, cataloged, and made available to the public, a great deal has not, and new collections are constantly being acquired. The intern processing these collections will not only learn much about interesting aspects of California history, but will also help make them accessible to the general public.

#### JOB DUTIES

- Inventory, sort, and arrange materials following established procedures for handling manuscript and archival collections
- Research topics related to collections in order to properly arrange materials
- Perform simple preservation work following standard procedures in accordance with office safety guidelines
- Folder and label sorted materials according to established procedures
- Keep accurate statistics on work produced

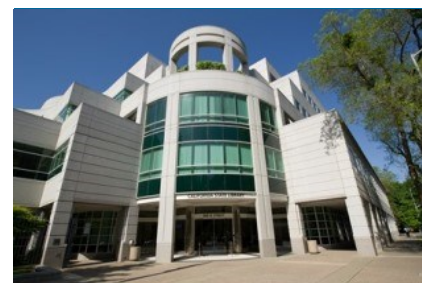
#### DESIRABLE QUALIFICATIONS

- Basic computer and keyboarding skills, familiarity with the Microsoft Office Suite
- Ability to move fully laden book carts and carry up to 50 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
- Willingness to be flexible in your approach to each collection

#### 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  
[csljobs@library.ca.gov](mailto:csljobs@library.ca.gov)



#### California History Section Manuscript Collection Proces- sor

- ♦ 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.

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