Position Title: Library Services Intern – Published Materials
Preferred Start Date: Approx. September 8, 2017
Duration: Open
Days required per week: Up to 5 days/week
Hours required per day: Up to 7.5 hours/day

Position Information

Interns in the Library Services Division will gain an understanding of a research library where the focus of the collections is on Illinois history, biography, genealogy, and geography. The Division includes the Printed and Published Collection (books/pamphlets/maps), Newspapers on Microfilm, Audio-Visual, and the Manuscripts Collections. Interns may provide direct public service to library patrons and assist in the use of the online card catalog and other collection finding aids, assisting and instructing users in accessing the various online databases that are available in the Steve Neal reading Room, retrieving books and materials from the closed stack area, conducting shelf maintenance tasks, etc. Opportunities are also available in the Microfilming Lab and Conservation Lab where interns may process and prepare newspapers for microfilming, learn and perform simple conservation techniques including cleaning, mending, encapsulating, and creating enclosures for library materials. The internship will include conducting an inventory of the Published Materials.

Knowledge, Skills, and Abilities

Very comfortable with computers and using Microsoft Excel
Be able to lift larger books, up to 20 lbs
Be able to bend down to retrieve and/or itemize books on lower shelves
Background or interest in working with libraries preferred

To Apply

Submit a complete internship package by mail or email including the following:
- Completed and signed Internship Application Form
- Resume
- 2 Letters of Recommendation
- College transcript (a photocopy is acceptable)
- Letter of interest stating reasons for wanting to be an intern at the ALPLM, including:
  - Applicant’s relevant skills, goals for internship, and academic requirements (if applicable).
  - Personal goals
  - Expectations of intern experience
  - How the internship relates to career plans
  - What he/she believes they can contribute to the Museum and/or Library
  - Special interests and abilities
- If doing this for university credit, supply school requirements and advisor’s name and contact information

Mail or email your completed application package to:
Genevieve Kaplan
Director of Education
ALPLM
212 North Sixth Street
Springfield, IL 62701
Genevieve.Kaplan@illinois.gov

NOTE: Applications for the fall 2017 internship program will be accepted June 20 – July 25, 2017. Applications will be reviewed on a rolling basis and removed from the museum’s website when filled.