



External Announcement – Internship Opportunity

Internship Title: Hart Research Library Reference Internship

Internship Location: History Colorado Center, Denver, CO

Compensation: This position is unpaid. Qualified candidates may receive academic credit through their college or university.

Release Date: 2/2/2018

Apply By: 5pm Mountain Time 2/19/2018

Start Date: Flexible, but must be available to start by end of March 2018

Open Positions: 1

Desired Schedule: A minimum of one academic quarter with the option to extend to additional quarters if both parties agree. Interns are asked to devote between 8 and 16 hours a week for the duration of their project. Work days available are Tuesday through Saturday, and hours may be spent all on one day, or spread throughout the week. Interns should expect a minimum of 4 of their hours to be on Saturdays. Schedule will be individually determined between History Colorado staff and intern.

Broad Scope of Position: This internship is intended as a general-purpose internship, where the student will gain experience in multiple aspects of our library's operations. The internship is also progressive, in that it will move through increasingly more complex tasks over the course of the program. Interns who extend to more than one quarter, and have mastered all initial responsibilities satisfactorily, will have the opportunity to conduct regular in-person reference assistance on the Reference Desk. History Colorado staff will consult with the intern to determine project interests, goals, and objectives, and will work closely with the intern throughout the length of the project.

The primary areas of concentration are:

Patron Registration Services – Intern will spend a minimum of two hours per week on the Registration desk, undertaking the following tasks: answering the main library phone line, checking the patron database, registering new patrons, orienting visitors and patrons to the reading room, explaining reading room policies, and assisting with special projects as needed. Intern will also assist patrons with technology available in the reading room, including microfilm reader/scanners and computer terminals. Depending on exhibited skill and comfort level, intern may work with librarians on Reference desk responsibilities.

Photo & Moving Image Reference - Assist the Photo Research & Permissions Librarian in conducting photo and moving image research for patrons who contact the Library & Research Center remotely. Will require (occasionally extensive) research in History Colorado's photography collections. Intern will compose written responses to public reference requests, so strong writing skills and familiarity with professional communication conventions are a must.

Using the tools developed by the staff and criteria specified by the patron, determine if any images in the History Colorado Collection meet the patron's needs. Research tools will include extensive use of the Argus.net database, our traditional library catalog, museum accession files, and indexes and shelf lists in existence.

General Reference – Assist the Reference & Outreach Librarian in conducting general history and genealogy research for patrons who contact the Library & Research Center via email and phone. Will require (occasionally extensive) research in History Colorado's archival and newspaper collections. Intern will compose written responses to public reference requests, so strong writing skills and familiarity with professional communication conventions are a must. Research tools will include extensive use of our traditional library catalog, indexes and shelf lists in existence, and newspaper databases. The internship will include opportunities to shadow reference librarians on the desk. Interns undertaking a second quarter extension may have opportunity to staff the Reference Desk on their own. This latter task will require the ability to conduct a reference interview and determine which resources are pertinent to the patron's inquiry.

Information Access Projects – Assist with ongoing library initiatives to make collection resources more easily accessible to patrons. This may include photographing or scanning materials, updating item records in internal and external databases, and other projects as assigned.

Social Media & Small Exhibit Development- Develop social media posts highlighting Collections & Library Division materials, programs, and behind the scenes activities. Intern's efforts will be guided by History Colorado's social media policy. This task will include conducting research in the collection and working with staff as needed. Requires writing skills conducive to social media platforms such as Facebook, Twitter, Pinterest, and blogs. Intern may also have the opportunity to design and install a small pop-up exhibit in the reading room's dedicated case.

Desired Skills & Academic Field of Study: Preference given to current MLIS program students who have completed a minimum of one semester or two quarters of library school coursework. Some prior research experience required. Attention to detail, enthusiasm for history, project management skills, customer service skills, communication skills, and creative thinking abilities also required. This internship is primarily intended to train MLIS students interested in pursuing a career in reference, whether in public, academic, or special libraries or archives.

To Apply for this Position: Submit an up-to-date library school transcript (unofficial transcript acceptable), current resume, and a one-page cover letter explaining your interest in this internship to Manager of Volunteer Services Emily Dobish, emily.dobish@state.co.us. We'd love to hear why you chose to pursue this field, and what you hope to gain through the internship.

**A condition of employment is the successful completion of a background check.