

Seattle Art Museum Unpaid Internship Description

Title: TRC Cataloguing Intern

Department/Location: Education/Ann P. Wyckoff Teacher Resource Center at the Asian Art Museum

Staff Mentor: Associate Manager for Educator Resources

Learning Objectives The intern will be assisting with the TRC Catalogue Transition, moving our resources from an Access Database into an Integrated Library System EOS, which SAM's Research Libraries currently use. The project will include downloading records from OCLC's online system, cleaning up records using current cataloguing standards (AACR2 and RDA), and modifying information unique to the TRC's collection. At the completion of the project, the intern will:

- Have a familiarity with updating holdings in OCLC and exporting records.
- Known how to clean up records to match current cataloguing standards (AACR2 and RDA).
- Help create unique subject terms and other copy information and apply them across the TRC collection.

Intern Tasks:

- Update SAM Libraries holdings in OCLC and export records to download into EOS.
- Clean up downloaded records in EOS matching AACR2 and RDA cataloguing standards.
- Create and apply unique subject terms for TRC collection.
- Create consistent copy information for unique TRC collection.
- If time allows, create original catalogue records in EOS and OCLC.
- Intern will work 6-10 hours a week flexible during Thursday-Friday 9am-5pm office hours.

Qualifications:

- Strong computer skills.
- Knowledge of library cataloging and experience with an integrated library system preferred.
- Ability to understand and synthesize best practices.
- Ability to understand and consistently implement standards (AACR2, RDA, EOS cataloguing standards, etc.)
- Extreme attention to detail.
- Ability to work with staff and volunteers in a professional manner on a variety of tasks.
- Ability to communicate effectively to staff, volunteers and public.
- Ability to ask for work independently, as well as ask help and accept supervision and evaluation of your work.
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet.

Physical Requirements:

- Manual dexterity.
- Ability to lift up to 20 pounds

Education:

- Bachelor's degree.
- Graduate coursework in library science, preferably cataloguing.

APPLICATION PROCESS:

Submit via mail or email

- Letter of interest
- Resume
- SAM Internship Application (available at <http://www.seattleartmuseum.org/about-sam/careers#int>)
- Two letters of recommendation.

Mail: Manager of Volunteer Programs
Seattle Art Museum
1300 First Avenue
Seattle WA 98101-2003

Email: volunteer@seattleartmuseum.org