University of Arizona Libraries
Internship Job Description

ORGANIZATION TYPE: Academic Library

DEPARTMENT: Research and Learning and Content and Collections

LOCATION: UA Main Library and Pima County Public Library Main branch

JOB TITLE: Collection Analyst for the Steinheimer Historic Children's Collection

STUDENT LEVEL: Graduate

JOB DESCRIPTION:
We are seeking a creative, self-motivated, School of Information graduate student to help analyze and assess the Steinheimer Historic Children's Collection. This collection is currently located at the Pima County Public Library (PCPL) Main branch. We are collaborating with PCPL to begin the process of assessing and moving pieces of the collection to the University of Arizona Main Library, Special Collections Library and the UA College of Education’s World of Words. The intern will be a key component in the analysis, identification, and selection of materials to move from the Public Library to the University of Arizona. The intern will gain valuable experiences with collection analysis, will help select the materials that will be moved and will help make recommendations regarding where items should be located within the UA Libraries and World of Words collections.

QUALIFICATIONS:
• Creative and innovative
• Self-motivated and able to work independently
• Able to interact well with employees and librarians at the UA libraries and Pima County Public Libraries
• Previous or current course work in collection management or children’s literature
• Basic computer skills, including a familiarity with Microsoft Office applications

SEMESTER(S): Fall 2018

HOURS: Per your internship requirements. During supervisory working hours: 8:00 AM to 5:00 PM

PAID/UNPAID: Unpaid

APPLICATION PROCESS: Submit letter of interest and resume via email to Leslie Sult and Cindy Elliott
CONTACT: Leslie Sult or Cindy Elliott

EMAIL:

lsult@email.arizona.edu

celliott@email.arizona.edu