Special Projects Intern – Pamphlets

The Historical Medical Library of The College of Physicians of Philadelphia seeks a Digital Library Intern who wishes to gain practical experience in a special collection setting.

Current Project:
The intern will have the opportunity to gain hands-on experience sorting, rehousing, and cataloging pamphlets, medical trade ephemera and reprints that have been housed in the library stacks. The intern will promote the collection[s] through a blog post at the completion of the internship.

The Historical Medical Library:
The Historical Medical Library of The College of Physicians of Philadelphia (Birthplace of American Medicine℠) is one of the largest medical history collections in the United States with over 325,000 volumes including monographs, journals, manuscripts, archives, prints, photographs, pamphlets, and incunabula. It was designated a historical library in 1996 to recognize its function as a repository for the history of medicine.

Who Should Apply:
Successful candidates will be currently enrolled in, or recently graduated from, a graduate-level library science program with an emphasis in special collections or archives. Candidates must have the ability to work well independently, possess strong organizational skills and pay meticulous attention to details. Candidates must be able to sit and stand for long periods of time, be able to walk up and down multiple flights of stairs, and be able to carry a 20-pound box for a minimum of 20 feet.

Basic understanding of cataloging or experience in cataloging is preferred.

This position is unpaid but may be taken for academic credit. The intern must meet the requirements set by his/her university and ensure the staff at the Historical Medical Library are aware of the requirements as well.

Timeline:
Candidates are expected to devote a total of approximately 120 hours (10-20 hours/week) to the internship; the schedule is flexible. The internship will end after 15 weeks is completed.

Interested applicants should send a cover letter, a resume, and names/contact information of three references to cangelone@collegeofphysicians.org. Review of applications begins immediately. The anticipated start date is March 2016.