DEPARTMENT OF RECORDS & INFORMATION SERVICES
NYC MUNICIPAL LIBRARY
31 Chambers Street, Room 112, New York, NY 10007

Internship Opportunity

The New York City Municipal Library is the premier resource for information about New York City government. Established in 1913, the Library collects, preserves, and provides access to historical and contemporary publications of New York City government and its agencies. In addition, the Library maintains a rich secondary collection of books, journals, ephemera, and clippings relating to the city's history and governance.

Position Overview

The Municipal Library is seeking **two interns** to assist staff during an ongoing physical and intellectual reorganization of the collection. This is a valuable opportunity to gain hands-on experience in library operations, government documents, and special collections work. Interns will work closely with library staff and contribute to a wide range of projects, including but not limited to cataloging, collections management, digital systems maintenance, and reference services.

Key Responsibilities

- **Collections Management:** Assist with appraising, weeding, and shifting materials in the physical collection.
- **Database Projects:** Support the bulk uploading of historical NYC publications to the Government Publications Portal.
- **Cataloging:** Perform copy and original cataloging; identify and remediate legacy errors in the Library Catalog.
- **Reference and Research Services:** Help provide research support to agency staff and members of the public.

Learning Outcomes

- Firsthand experience with collections management and library reorganization.
- Working knowledge of open-source ILS and digital repository systems:
    - Koha / Preservica / Hyrax
- Practical skills in public service and government research.

Qualifications:

- Currently enrolled in or recently graduated from an ALA-accredited Master's program in Library and Information Science.
- Completed coursework in library cataloging.
- Strong organizational skills and attention to detail.
- Ability to handle physical tasks, including lifting and moving materials.
- Excellent written and verbal communication skills.
- Interest in public service and government information.

Email resume and cover letter to Lauren Gilbert, Library Director, at lgilbert@records.nyc.gov.