

Library Services Internship

Archives & Records Services - Library Services

Compensation: \$2,500.00

Application deadline: March 24, 2024

The Mississippi Department of Archives and History seeks an organized individual to serve as the *Library Services Intern* in the library services section of the Archives and Records Services division. Working under the direction of the section head and her staff, this intern will assist in creating and improving subject files, calendaring historical governor's correspondence, assessing the condition and creating an index of books that were formerly housed at Historic Jefferson College, and will occasionally assist the reference staff in historical research. These projects offer the unique opportunity to learn about the archival acquisition process and deepen historical research skills.

Primary Responsibilities:

- Assess historical volumes for damage while creating an index of titles and condition of volumes formerly housed at Historic Jefferson College.
- Read 19th-century governors' correspondence for content and enter a brief summary into an index of correspondence to be added to governors' calendars through a quick search tool in the library catalog.
- Clip, label, and file news clippings and other ephemeral items in appropriate subject files.
- Assist the reference staff in research projects that can require the use of archival collections and subscriptions.
- Present a final project report at the Intern Expo on July 25.

Requirements:

- Interest in Mississippi history and historical research.
- Strong organizational skills and attention to detail.
- Proficient in Microsoft Word and Excel.
- Ability to read cursive handwriting.
- The ability to work independently and collaboratively.
- Archives, Library Science, History, or Liberal Arts students preferred.
- Must be able to lift up to 40 lbs; the use of a ladder or kick step stool may be necessary.

Time Commitment:

This internship spans from June 3 to July 26, with a minimum requirement of 160 hours. The working hours are flexible, from Monday to Friday, between 9:00 a.m. and 5:00 p.m. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff.

How to Apply:

Submit an online application through the [MDAH website](#) by March 24, 2024.

For more information, please contact the Human Resources Program Manager, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.