

Employer: Winnefox Library System

Title of Internship: Local History Internship

Department: Information Services

Full or Part Time: Part time. Flexible schedule. Work will occur during library's regularly scheduled hours. Intern will average at least 11 hrs/week.

End and Start Date: Flexible

Salary: \$18.03 / HR

Organization Description: The Winnefox Library System is a federation of thirty independent member public libraries in five counties: Fond du Lac, Green Lake, Marquette, Waushara, and Winnebago.

What You Will Learn:

Objective #1: Gain practical experience knowledge and experience working with archival materials and collections.

Objective #2: Gain practical experience performing original cataloging for a variety of materials using SirsiDynix's cloud-based cataloging software.

Objective #3: Learn about careers in library and information sciences.

Intern Responsibilities:

Primary responsibility will be working on the Winnebago County Historical Materials Inventory Project. This project seeks to identify, describe, and inventory materials of historical relevance located in the Winnebago County Public libraries. The inventory will then be added to the Winnefox shared catalog to aid in discoverability and access.

This project will involve travel to the five Winnefox Libraries in Winnebago County: Oshkosh Public Library, Neenah Public Library, Elisha D. Smith Public Library (Menasha), Carter Memorial Public Library (Omro), and Winneconne Public Library.

Duties will include:

- Inventorying and describing materials.
- Creating Catalog Records using online cataloging programs.
- Communicating with library staff.
- Identifying items for future digitalization.

Qualifications:

- Completed at least 12 credits in an ALA accredited MLIS program.
- Prefer a knowledge of and/or classwork in cataloging practices.
- Prefer a knowledge and/or course work in archival theory.
- Able to work independently.
- Must have suitable transportation.

How to Apply:

Please send a resume and cover letter to Marcy Cannon at [cannon@winnefox.org](mailto:cannon@winnefox.org)

Apply by January 18, 2021.