



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Intern, Attorney General Law Library

The Law Library of the Office of the Indiana Attorney General (OAG) is offering an unpaid internship opportunity for an individual seeking library experience. Offering a flexible schedule, this position will expose the individual to all facets of a specialized library, as there will be time spent in each discipline.

Responsibilities include:

- Assists with the day-to-day operation of the library. This includes technical services, cataloging, and reference services.
- Performs a variety of duties within technical services including: processing, binding, claiming; locating and printing electronic documents; shelving books and periodicals, advance sheets and supplements, and processing invoices.
- Catalogs new acquisitions including books, periodicals, and government documents using the library OPAC.
- Continues work on existing barcode project.
- Provides reference assistance to attorneys and staff, including online subscription services.
- Updates intranet website page.
- Assists with special events, including National Library Week activities.
- Represents the Office of Attorney General as an active participant, within the law library community, to professional organizations.
- Other duties as assigned.

Qualifications: Candidate should have at least nine (9) hours of coursework towards a Master of Library Science degree from an ALA accredited program or equivalent, or comparable library work experience. Coursework towards a J.D. or other graduate degree in a related field is desirable, but not required.

The successful candidate should be able to:

- Display a commitment to the mission of the Attorney General Law Library.
- Demonstrate experience working with an integrated library system, and have an understanding of the variety of formats in which information can be accessed.
- Promote teamwork and collaboration in working with attorneys and other professional librarians, with the goal of fostering an efficient, positive service role for the library.
- Demonstrate a high degree of organizational, technical, communication and interpersonal skills in all areas of responsibility.
- Take direction and work independently.

Schedule availability should include at least regular part-time (minimum of two days per week).