

INDIANA STATE LIBRARY – GOVERNMENT DOCUMENTS INTERN

JOB DESCRIPTION

The Indiana State Library is seeking an intern to assist in the maintenance of the Census State Data Center and Federal Documents collections. The incumbent will update Indiana finding aids within books of original images of the U.S. decennial Censuses, help create interesting displays of federal documents and supporting U.S. government information, and work with current staff on various federal document projects vital to the public's free access to U.S. government information.

ESSENTIAL FUNCTIONS

The State Data Center and Federal Documents Intern would assist with:

- Updating Census and Federal Documents displays.
- Working with current staff on Disposal Lists for federal publications.
- Periodical work on check-in lists of U.S. House and Senate Reports and Documents
- Identifying historical federal documents for preservation.
- Collection development for Reference resources which support U.S. Government information
- Updating finding aids for Indiana relation in Decennial Censuses and other Census Bureau products

QUALIFICATIONS:

Must be enrolled in an ALA-accredited Masters of Library Science degree program or equivalent. Interest in U.S. Government information is a plus, but not necessary.

ADDITIONAL INFORMATION:

Interested candidates should email a copy of their résumé to agriffis@library.IN.gov. Also, please include in the body of the email a brief cover letter or statement detailing which intern position(s) most interest you.