



Library Internship

Terms of Reference

Scope: The World Maritime University has an internship opening for a recent or soon-to-be graduate in Library and/or Information Science. The workload will be divided evenly between routine duties of library operations and special projects.

Dates of internship: Six months (Start date negotiable).

Working hours: full time (8.00-17.00 M-Th, 8.00-16.00 F) or flextime (20 hours/week)

Duties:

Routine operations

- Assisting in shelf maintenance and circulation operations
- Checking in print periodicals and claiming late issues
- Creating spine labels and barcodes for new books and journal issues
- Assisting in copy cataloging and descriptive cataloging. If intern is trained in subject analysis and classification, adding headings and call numbers is a possibility
- Creating basic metadata records and uploading content to the library's digital repository (Digital Commons platform)
- Assisting with reference work and possibly bibliographic instruction once intern has sufficient understanding of library collections and services.

Special projects

- Setting up a better retrieval system for archived materials; identifying brittle publications needing digitization.
- Digitizing WMU dissertations that were not "born digital" (1984-1998), migrating and modifying metadata from library catalog to digital repository and adding objects to repository.
- Retrospectively adding WMU Library holdings to OCLC database.
- Undertaking other metadata and/or digitization projects as required.

Desirable profile

Current student or recent graduate of an accredited school of Library and/or Information Science at either the Bachelor's or Master's level. Computer Science acceptable if candidate has demonstrated interest in libraries and library technologies. Effective verbal and written communications. Strong commitment to service. Ability to manage multiple projects and work effectively in a fast-paced, team environment. Interest in academic librarianship. Coursework or experience in reference service desirable.

Valid work permit for Sweden or equivalent status.

Outcomes: It is expected that, upon completion of the internship, catalog records of archived materials can be cross-referenced via box numbers in the Archive requesting system, and that archived materials designated for digital preservation will be digitized via high quality, legible scans. At least 100 print dissertations will also be digitized, with rich metadata records matched to each document. The metadata will expose the content of these documents to researchers of the WMU collection, and will be discoverable on the internet and Google Scholar. It is also expected that 2500 titles will be added to WMU's OCLC holdings profile. The intern will receive hands on experience in circulation, reference, cataloging and serials management.

Compensation: 10,000 SEK per month full time / or 5,000 SEK per month for half time.

Additional Information: Certificate of Completion will be issued at the end of the internship, and letters of reference will be provided upon request.

For any questions and to submit your application and cover letter, please write to hr@wmu.se.