

Archaeological Library Internship

Description of the Internship

With the assistance of Center staff, the intern will arrange and catalog materials in the Center's library. During the course of the internship, the intern will take a leading role in the cataloging, sorting and storing of research files and creating user guides for these collections. The intern will also assist staff members in locating and borrowing materials for in-house research. Center staff will instruct the intern on archival procedures, computer cataloging, storage requirements, and preventative conservation. In addition, the intern will become familiar with historical trends in archaeological practice in the San Diego area and will be introduced to current legal and ethical issues in archaeological curation as well as the concerns and rights of culturally affiliated groups with regard to archaeological materials.

Objectives of the Internship

- *Accession* and catalog new and previously unprocessed books into the library collection
- *Evaluates* general condition of the archive
- *Catalogues* collection according to standardized SDAC nomenclature
- *Organizes* collection by document type, personal collection, and site number
- *Stores* paper material in appropriate archival-quality containers
- *Prepares* a "Collection Summary" using a standardized SDAC template by reviewing collection documentation
- *Observes and learns* Center procedures for regular collection inspection, pest control, and monitoring of environmental conditions
- *Provides* assistance to Center staff and outside researchers in the use of collections, including access, retrieval, and replacement of library material

Internship Guidelines

- Supervisor: Collections Manager
- Record Keeping: The intern will maintain a record of hours worked on the project.
- Work Schedule: To be determined by the intern and supervisor. Minimum hours may be required for course credit as prescribed by the intern's academic institution.
- Evaluations: The intern will meet periodically with the supervisor to review progress. A final evaluation will be made by the supervisor at the end of the internship. Evaluation will be based on the intern's reliability and ability to follow directions and complete tasks in a timely manner.
- Other conditions: The intern is expected to comply with all requirements of collections policy, security, and public relations applicable to regular staff.

Required Skills

- Ability to work effectively with Center personnel
- Some knowledge of San Diego area prehistory and history is preferred
- Knowledge of archival procedures
- Ability to learn collections processing policies and procedures
- Experience with Word and Excel
- Associate's or Bachelor's degree in archaeology, anthropology, history, museum studies, public history, library science, ethnic studies, or related discipline, or currently enrolled in such a program