



## Library Intern

Institution: Moravian Archives Bethlehem, PA

Internship period: 12 weeks (February, 2024- April, 2024)

Hours: 10 hours/week (120 hours total)

Compensation: \$500 stipend

Application Deadline: November 30, 2023

Description: The Moravian Archives Bethlehem seeks a library intern to assist in the process of inventorying and deaccessioning a large, diverse collection of duplicate library materials. The Moravian Archives Bethlehem documents the history of the Moravian Church Northern Province and maintains one of the most comprehensive library collections of Moravian-centered, published works in the world.

The ideal candidate will possess a dedication to project tasks and the ability to deliver quality work in a timely manner.

### Responsibilities include but are not be limited to:

- Inventory pre-selected published materials marked for deaccession.
- Updating library catalog and accompanying documents.
- Physically mark materials for deaccession.
- Box deaccessioned materials.

### Preferred Skills and Abilities:

- Strong interest in the field of archives, libraries or adjacent field of study.
- Excellent organizational skills and attention to small details and repetitive tasks details.
- Excellent written and transcription skills.
- Excellent verbal communication skills, including a strong initiative and ability to ask clarifying questions.
- Ability to troubleshoot and solve problems independently and as a team.
- Proficiency with common computer applications including Microsoft Excel.

### Application Process:

Submit current resume and a cover letter explaining how this internship fits the applicant's educational background and career goals to:

Kaitlin Trainor, processing archivist at [kaitlin@moravianchurcharchives.org](mailto:kaitlin@moravianchurcharchives.org). Please include internship title in subject line.