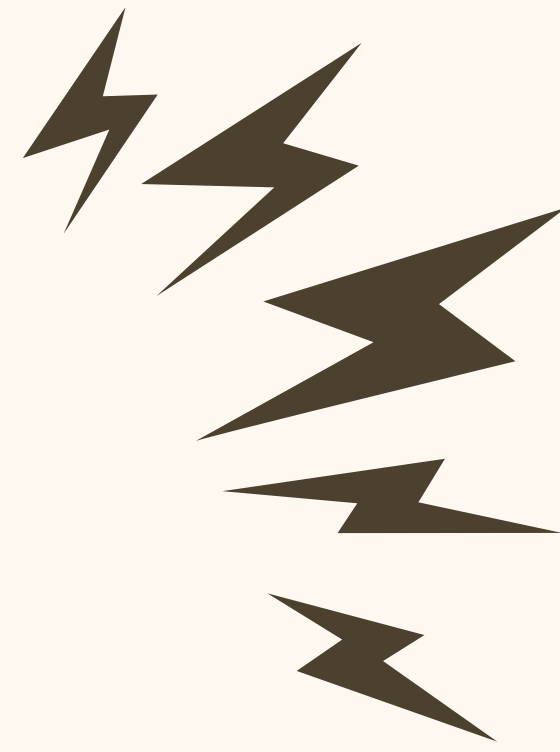




WE ARE HIRING!

Library Cataloging Interns (unpaid)

Are you a self-motivated individual interested in digital archiving and virtual libraries? Want to develop your skills in a supportive environment? Join our dynamic team and help us shape the future of multigenerational trauma advocacy!

Position Responsibilities

- Catalog digital materials using metadata standards and best practices
 - Record bibliographic information in Microsoft Excel
 - Import CSV files into the Omeka database
- Collaborate with the Lead Intern, Lead Librarian(s), and Internship Director
- Follow an established cataloging guide to ensure consistency
- Participate and suggest library-related initiatives

Preferred Qualifications

- Completed or in-progress cataloging coursework, or related experience
- Familiarity with Omeka and Microsoft Excel
- Strong organizational skills and attention to detail

To apply, please send your resume and a brief statement of interest to:



kudle001@duke.edu

