

History Research Center Internship

Term of Internship

January 15 – May 15

Applications Period

December 6 – December 31 (Applications to be reviewed on a rolling basis)

Application Procedure

Interested applicants should apply by emailing a cover letter and resume to dak@mcplib.info.

Hours Per Week

8 (Can be worked consecutively or in shifts)

Compensation

None

Organization Profile

The Mercer County Public Library is a 20,000 square foot facility in Harrodsburg, Kentucky. In 2023, MCPL opened the History Research Center for genealogical and historical research. The HRC is located in a historical house on the grounds of the library, and currently holds over 500 cataloged books, 285 cu. ft. of uncatalogued materials, and 373 rolls of microfilm. Digitally, it houses more than 17,000 images and oral histories.

Intern Responsibilities

This internship will assist in processing this collection and making it easier for the public to access. It includes, but is not limited to, the following daily tasks:

1. Collections Development: Arranging documents, photographs, photo negatives, and other media in order that best preserves provenance while aiding ease of access by researchers.
2. Finding Aid Editing: Create box lists, label folders, and update finding aids.
3. Data Entry/Indexing: Transcribe handwritten indexes from digital images to an Access database.
4. Digitization: Scan selected collections, upload them into CatalogIt (the HRC's cloud based archival database), and enter limited metadata.
5. Customer Service: Assist customers with using microfilm, making copies, and accessing collections.

Learning Objectives

A successful candidate will gain proficiency in handling historic collections, utilizing professional archival software, and will gain a general knowledge of how small archives operate in the 21st century.

Intern Requirements

Ideal candidates will meet the following criteria:

1. Be enrolled in a library, history, or related program at a Kentucky college or university.
2. Be able to work on projects for extended periods of time with minimal oversight.
3. Be familiar with Microsoft Office.