

POSITION: Archives Intern

DEPARTMENT: Library

SALARY: \$17 per hour

HOURS: Flexible hours

Position Purpose:

The Archives Intern will play a crucial role in supporting the librarians in archiving and organizing a special collection within the Framingham Public Library. This position offers an invaluable opportunity for individuals interested in library science, archival work, and cultural heritage preservation to gain hands-on experience in a dynamic and enriching environment. By assisting in the organization and maintenance of archival materials, the intern will contribute to preserving and promoting the library's historical resources for future generations.

Note: This is an unpaid internship position designed to provide educational and practical experience in archives management. Flexible scheduling options may be available to accommodate academic requirements or other commitments

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- **Assist in Ordering and Cataloging:** Collaborate with librarians to order archival materials according to the Dewey Decimal Classification system. Catalog new acquisitions and ensure accurate documentation of items within the special collection.
- **Arrange and Alphabetize:** Organize archival materials systematically, adhering to established protocols for arrangement and alphabetization. Ensure consistency and accessibility in the arrangement of materials for ease of retrieval and reference.
- **Preservation Support:** Handle archival materials with care, following best practices for preservation and conservation. Assist in implementing preventive measures to safeguard materials from damage, such as proper handling techniques and environmental controls.
- **Assist with Special Projects:** Support librarians in special projects related to the archival collection, such as digitization initiatives, exhibitions, and outreach activities. Contribute ideas and insights for enhancing the accessibility and visibility of the special collection within the community.
- **Collaborative Engagement:** Work collaboratively with library staff and volunteers to ensure effective coordination and communication regarding archival activities. Participate in team meetings and training sessions to enhance knowledge and skills in archival practices.
- **Physical Arrangement and Maintenance:** Assist in the physical arrangement of archival materials within designated storage areas. Utilize appropriate equipment and tools for

moving, shelving, and rehousing materials as needed. Maintain cleanliness and orderliness in archival storage spaces.

Recommended Minimum Qualifications:

- Detail-oriented, dependable, self-motivated, and flexible.
- Excellent communication skills.
- Strong organization and time management skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regular time spent standing, walking, and sitting.
- Occasional lifting, pushing/pulling, or carrying of objects weighing up to 10 pounds, with a maximum of 40 pounds on rare occasions.
- Ability to climb, stoop, kneel, crouch, crawl, twist, bend, and squat.
- Repetitive movements of the hands.

Supervision:

Supervision Received: Works under the direction of the Director of Libraries and the Head of Information and Research

Supervision Given: None

Job Environment: Work is performed primarily in an office environment with normal office noise and traffic.

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