



# COLLEGE INTERNSHIP BINDERY + CONSERVATION

---

## ABOUT THE PROGRAM

The Charleston Library Society offers unpaid, part-time internships during both the academic year and summer months. College students and recent graduates in History, Art, Historic Preservation, Art History and/or Chemistry. Students may have the option to earn college credit (Please check with your school administrator for requirements).

The Charleston Library Society internship program provides students with a wide range of opportunities. Internship experiences may include the fixing and repair of historic materials, an introduction to material science, creative bookbinding, and library activities such as collection preservation and assessment.

## ABOUT THE LIBRARY

The Charleston Library Society was founded in 1748 as a “society” of dedicated citizens and friends with enormous talents, tremendous global curiosity and a wide interest in life long learning by way of their book collections. Library Society was, *and still is*, an oasis in the heart of the Historic District – serving as the “Cultural and Intellectual Living Room of Charleston.” It’s the second oldest continuously circulating library in the US and houses an impressive historical archive of cultural treasures.

This year marks our 275th year of operation, therefore it's an *extra* special and celebrated time to be involved.

## REQUIREMENTS

Candidates applying for an internship must:

- Live in Charleston - this is an on-site position
- Have completed at least one year of college
- Currently be enrolled in a college/university OR
- Have earned an undergraduate degree no more than one year prior to the start of the internship
- Must have the appropriate hand skills and attention to detail necessary for highly minute work.

## TASKS WILL INCLUDE:

- Assisting with conservation / repair of library books and documents
- Attending and contributing to meetings aimed at understanding the preservation needs of the library
- Cleaning and organizing the bindery workshop
- Creating new bindings, boxes, and other materials for the library

Students who are selected, will report to the Director of Conservation.

## APPLICATION PROCEDURES

Students interested in the **BINDERY** internship at the Charleston Library Society should complete the attached application and email in the following materials. If you are accepted as an intern, you may be required to approve a background check.

- Resumé

- Cover letter explaining why you are applying and what you would like to learn and gain by way of working with the Charleston Library Society
- A visual portfolio showing creative/artistic endeavors which speak directly to this ability
- One letter of recommendation from a previous employer or current/relevant college professor

### **HOW TO APPLY**

Please submit a completed Charleston Library Society Bindery Internship Application (provided below) and additional materials to: [jdavis@charlestonlibrarysociety.org](mailto:jdavis@charlestonlibrarysociety.org)



# COLLEGE INTERNSHIP APPLICATION

## APPLICANT INFORMATION

\_\_\_\_\_  
Last Name First Name

\_\_\_\_\_  
Mailing Address City State ZIP

\_\_\_\_\_  
Telephone (home) Other Phone E-Mail

\_\_\_\_\_  
College/University Date of Graduation

\_\_\_\_\_  
Major Minor

\_\_\_\_\_  
Date of Birth Place of Birth Citizenship

### How Did You Learn About the Internship Program? (please circle/highlight)

CLS Website Word of Mouth Internship Program Alumni College Website

Other

(please specify \_\_\_\_\_)

### Internship Session(s) for which you are applying: (please circle/highlight)

Fall Spring Summer

### I would like to intern in the following department (please check):

\_\_\_\_ Marketing & Social Media

\_\_\_\_ Library Services

\_\_\_\_ Bindery & Conservation