



COLLEGE INTERNSHIP LIBRARY SERVICES

ABOUT THE PROGRAM

The Charleston Library Society offers unpaid, part-time internships during both the academic year and summer months. College students, Master's students, and recent graduates in History, English, Education, Creative Writing and/or related fields are eligible to apply. 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 assisting with projects related to specific facets of our collections, creation of content that promotes our history, planning for tours or exhibits, performing collection-related research, and reaching out to individuals, groups, or institutions to promote CLS materials.

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 (undergraduate or graduate level) OR
- Have earned an undergraduate degree no more than one year prior to the start of the internship

TASKS WILL INCLUDE:

- Accurately describing collections materials
- Creating or utilizing inventories
- Discovering and describing unique items
- Using card catalogs (electronic and physical)
- Conducting item and collection level research

Students who are selected, will report to the Head Librarian or Special Collections Librarian as appropriate.

APPLICATION PROCEDURES

Students interested in the **LIBRARY SERVICES** 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 sample of a research project in which you utilized physical library resources (include bibliography.)
- A sample of an annotated bibliography you've written
- One letter of recommendation from a previous employer or current/relevant college professor

HOW TO APPLY

Please submit a completed Charleston Library Society LIBRARY SERVICES Internship Application (provided below) and additional materials to: librarian@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*