



National Internship Program

Sample Federal Internships in Library Science

*Not a complete list of internship opportunities available

Desired Majors: Computer Science, Information Science, Library Science, Information Technology, Management Information Systems and Services

Posted by The Library of Congress: The Duplication Services Section is implementing a new workflow process utilizing its enterprise system, Microsoft Dynamics AX (DAX). Duties: analyze, confirm and document Duplication Service's ordering processes to create Standard Operating Procedures (SOPs); work under the direct supervision of the Section Head and will be provided with an outline of order types, critical steps, and access to the DAX system; draft procedures in a manual format that verbally and capture the step-by-step procedures required to process orders. Deliverables: The final SOP documentation should be written in Plain Language and include clear graphics. Documentation should include an index and be organized by subject area. The documentation should also include a glossary of terms and acronyms specific to the subject matter. These terms and acronyms should be derived from the intern's exploration of the subject matter.

Desired Majors: Information Science, Library Science

Posted by The Library of Congress: Assist the World Digital Library team in migrating content currently located on the Global Gateway websites to the WDL site in order to maintain access for the general and scholarly public. Tasks include filling in missing values, standardizing to VIAF and Getty authorities, supplying missing diacritics, supplying place names for geocoding, etc. The work is mainly

performed in Excel spreadsheets, which are then imported into the WDL cataloging application. The key point is to work carefully and ensure a minimum of re-working on the part of the Library staff. Work is done cooperatively with the WDL metadata and content teams.

Desired Majors: Information Science, Library Science

Posted by The Library of Congress: Intern Duties: Research and analyze the training materials of current national and international digital preservation training programs; Assist in organizing events hosted by the Library of Congress; Prepare online program related materials; Develop a comprehensive online calendar of digital preservation outreach and education events and activities; Provide support for agency internship program; Assist in updating internship manuals for program management; Assist in creating and updating promotional materials such as brochures to promote program activities.

Desired Majors: Information Science, Library Science

Posted by The Library of Congress: Intern Duties: provide support to the program specialists and director of the Center for the Book, in National Programs, of the National and International Outreach unit. Goals: Research report on the publishing industry; Analytical report on the nature of philanthropy for literacy; Create donor profiles and support development efforts; Participates as team member executing successful programs, including: author talks,

Sample Federal Internships, continued

youth events, literacy programs and activities; Prepare a variety of reports, tracks actions, creates specialized databases, and presentation materials; Assist in the development of administrative reports, summaries of contractual information, and other written documents; Complete special projects such as assembling reports and publications into a comprehensive document; Compile background information for the supervisor's regarding authors for public speaking engagements, papers, reports and correspondence.

Desired Majors: Information Science, Library Science, Management Information Systems and Services, Organizational Management Science

Posted by The Library of Congress: Intern Duties: Assist with continued development and administration of emergency preparedness and shelter-in-place plans for National & International Outreach service unit including, but not limited to, the following: Updating NIO's Internal Emergency Action Plans; - Participating in monthly Office Emergency Coordinator meetings and disseminating emergency preparedness information to NIO employees/contractors, as appropriate; Assisting with planning for emergency evacuation and/or SIP drills; Preparing orientation for new employees; Maintaining inventory of emergency supplies; directing distribution of emergency supplies to NIO personnel; Assist with continued development and administration of NIO's Records Management Plan and records-related Continuity of Operations functions.

Desired Majors: Library Science, Management Information Systems and Services, Public Relations, Business Administration, Public Administration

Posted by The Library of Congress: Intern Duties: Assist the Special Events Coordinators in the process of planning of events. The intern

will acquire experience in the event planning and execution process associated with various special events and official functions held by the Library at the same time provide the Office with the operation support. In addition, participant will produce a hard-copy of the Special Events on-line procedures.

Desired Majors: Information Science, Library Science, Business Administration, Management Information Systems and Services, Statistics

Posted by The Library of Congress: Intern Duties: construct a framework for ongoing strategic analysis of OCIO and Library-wide software licenses; gather and provide a dataset that includes information about Library-wide and OCIO software, including lower level to higher level metrics and metadata. Dataset will inform what, how much, and when software licenses should be purchased. Incumbent will serve as central part of team that will provide higher level analysis of licensing data, in the form of a report, recommending how OCIO can better manage its software licenses to save money and ensure better service. Incumbent will collaborate with OCIO staff to establish a system for future monitoring and management of software licenses. Incumbent would contribute to linking software license dataset with other OCIO connected data (i.e., software, hardware, maintenance, budgets, etc.).