

FRICK ART REFERENCE LIBRARY

SUMMER 2013 INTERNSHIP PROGRAM

Frick Art Reference Library: Book Department

The Frick Art Reference Library is now accepting applications for a limited number of Book Department Interns for summer 2013. The Book Department is responsible for managing acquisitions, cataloging, and access to print, digital, and e-resources through FRESKO, the Frick Research Catalog Online. The 300,000+ titles in FRESKO are part of a larger consortium catalog called Arcade, which unites the collections of the Frick Art Reference Library, The Museum of Modern Art Library & Archives, and the Library and Archives of the Brooklyn Museum. Records created by the department are contributed to OCLC Worldcat; SCIPPO, the auction catalog database; and NACO Name Authority Program.

Eligibility

Book Department Internships are open to students enrolled in ALA-accredited master's programs in library and information studies, who will assist the Book Department with projects related to cataloging, collection management, digitization, and digital resource creation. Academic credit may be arranged for interns at their schools' discretion. Intern activities are generally carried out twelve hours a week for twelve weeks, although an alternative schedule may be discussed. All internships are unpaid, and applicants are responsible for their own housing and travel arrangements.

Application Instructions

Please note that eligibility and application instructions may vary from one museum department to another and that multiple applications cannot be accepted; please apply to only one department per season. All internship applications must be submitted via e-mail.

- Please title the subject of your e-mail: Book Department Intern – Summer 2013
- Please write a cover letter in the e-mail body that includes:
 - Your reasons for applying to The Frick Collection
 - Your contact information
 - The names, professional affiliations, and telephone numbers of one professor and one employer who may be contacted as references.
- Please attach your résumé as a PDF.
- Please e-mail your completed application to Rodica Tanjala Krauss, Head of Cataloging Projects, at bookinterns@frick.org.

All FARL Book Department Intern application materials for summer 2013 must be received no later than March 1, 2013. No phone calls, please. Selected candidates will be contacted for interviews, and applicants will be notified by the end of April.