

INTERNSHIPS AT THE STATE LIBRARY OF NSW

The State Library of NSW recognises the importance of internships in enabling students to gain valuable workplace experience and develop industry-specific skills in their chosen area of study. We value the contribution that students make to our work and are committed to providing opportunities for students to develop personally and professionally in a supportive environment.

Internships at the Library are at times project-based and this format allows students to gain insights and practical experience into the core elements of Library work, such as collection cataloguing, information services or heritage and research. Our opportunities vary in length depending on the needs of the project and those of the student's educational institution and assessment requirements.

Participation in all internships require that the student's insurance be covered by their educational institution and be a requirement of their chosen course of study. Our internships are unpaid and are available to students undertaking relevant courses at Australian educational institutions. Potential interns should note that any required accommodation and/or travel should be funded by the student or the educational institution.

For all enquiries about internships, please contact Andrea Calleia, 02 9273 1628, andrea.calleia@sl.nsw.gov.au or David Vincent, 02 9273 1552, david.vincent@sl.nsw.gov.au

CURRENT OPPORTUNITY

Collection Access and Description Branch, Library & Information Services Division

Activities:

- Adding Exhibition Authority headings to catalogue records in Alma and Adlib for works exhibited in 'Australian Inspiration' and 'Planting Dreams'.
- Number of records requiring exhibition headings:
Australian Inspiration - Archival: 22 - Printed: 16
Planting Dreams - Archival: 64 - Printed: 63

Training provided: Exhibition authority training in Adlib and Alma; edit record training.

Duration: approximately 1 week (full or part-time).

ARE YOU INTERESTED?

Students wishing to be considered for this internship opportunity should:

- Be currently enrolled in a relevant course at a recognised Australian tertiary educational institution
- Provide an up to date resume and academic transcript
- Provide a letter from their educational institution endorsing the internship and demonstrating provision of insurance cover
- Complete the attached Student Information Form
- Email this information to andrea.calleia@sl.nsw.gov.au by Monday, 30 October 2017.

STUDENT INFORMATION – UNPAID INTERSHIPS

STUDENT INFORMATION	
Name	
Address	
Telephone number	Email
Name of educational institution	Stage / Year Level
Degree / Course	
Current units / subjects being studied	
Are you a person with disability?	Do you require workplace adjustment?

INTERNSHIP DETAILS
Project name
Reason for interest in undertaking project
Start date preference/s
Days per week preference/s
Other comments / considerations relating to the project

EDUCATIONAL INSTITUTION CONTACT DETAILS	
Work experience coordinator's name:	
Telephone number	Email
Course coordinator's name and Faculty:	
Telephone number	Email

Attach the following and email to andrea.calleia@sl.nsw.gov.au

- Up to date resume and academic transcript
- Letter from educational institution endorsing the internship and demonstrating provision of insurance cover.