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2022 SCHS LIBRARY INTERNSHIP

About the Schenectady County Historical Society

The Schenectady County Historical Society brings to life the region's dynamic history at the Gremms-Doolittle Library and the Schenectady History Museum in the historic Stockade district of Schenectady and the Mabee Farm Historic Site in Rotterdam Junction. SCHS shares stories, inspires dialogue, and encourages understanding of the history, people, and cultures of Schenectady County through interactive exhibits, engaging and educational programs, and digital collections.

SCHS is committed to being an inclusive organization, as an Equal Opportunity Employer, and does not discriminate in its hiring or employment practices on the basis of race, color, creed, religion, gender, age, national or ethnic origin, physical or mental disability, military or veteran status, marital status, sex, sexual orientation, gender identity or expression, genetic information, predisposition or carrier status, domestic violence victim status, familial status, dating violence, or stalking, or any other category protected by applicable federal, state or local laws. Employment at SCHS is contingent upon an acceptable background check.

About the SCHS Library Internship

The Schenectady County Historical Society seeks an intern to digitize, transcribe, and create associated metadata for a collection of documents created and collected by Samuel W. Jones. The intern will upload the collection to New York Heritage, a collaborative, state-wide digital repository. The intern will receive a stipend of \$2700, paid in three installments, funded by a grant from the Capital District Library Council. The intern will report directly to the SCHS Librarian/Archivist, Marietta Carr. The internship will start in June, but the exact start and end dates are flexible. The intern will work during the SCHS library's regular hours, but the exact schedule and number of hours per week will be determined through discussion with the selected candidate.

Duties:

- Scan and/or photograph historic documents designated for the collection, using proper care and handling procedures
- Prepare quality descriptive metadata of the digitized materials that conforms to NY Heritage descriptive standards
- Transcribe selected items from the collection
- Upload the scanned images, metadata, and transcriptions to NY Heritage using integrated digital collection management software (CONTENTdm)

- Conduct research to verify, enhance, and/or clarify collection and item metadata
- Utilize controlled vocabularies, including Library of Congress name authority files and subject headings

Required Qualifications:

- Currently enrolled in a graduate degree in library science, information studies, history, or a related program, or a recent graduate (within the last year) from such a program
- Ability to perform repetitive tasks (e.g. scanning)
- Ability to manipulate and maneuver archival materials using care and handling procedures (e.g. removing fragile items from sleeves and folders; removing fasteners; unfolding stiff or brittle documents)
- Strong communication skills
- Close attention to detail
- Proficient with technology and able to learn new systems and software
- Ability to work independently with minimal supervision

Preferred Qualifications:

- Knowledge of inclusive and conscientious descriptive practices for archival and historical materials
- Experience creating metadata using a defined schema (e.g. MODS) and controlled vocabularies (e.g. Library of Congress subject headings)
- Knowledge of nineteenth century New York history

About the collection:

The collection will include 113 items from the Schenectady County Historical Society’s archives. The items were created between 1820 and 1855 and include handwritten letters written by Jones’ family, friends and associates, and Jones’ personal diary. Samuel Jones (1791-1855) was a significant political actor in Schenectady County and New York in the mid-nineteenth century, and his diary gives a vision of life in Schenectady and New York in the mid-1800s. Jones began his political career around 1824 as an assistant city alderman. He served as Schenectady’s mayor in 1837 and 1838, and Schenectady County Court Justice from 1835 to 1840 and 1847 to 1851. Beyond his own contributions to Schenectady history, Jones was well connected to other influential New Yorkers. For example, his father-in-law was James Duane, founder of Duanesburg, mayor of New York City, and member of the Continental Congress, and Jones’ father was a long-time member of the state legislature representing New York City. The letters Jones received from friends and family document the events around the US in the tumultuous years of rapid national expansion and tensions over slavery and the treatment of Native Americans.

Interested applicants should submit the following by June 3, 2022:

- A resume
- A cover letter not exceeding two pages
- A list of two professional references

Please email applications to Marietta Carr at librarian@schenectadyhistorical.org using the subject “Digitization Internship.” The application deadline is June 3, 2022.