Internship Position Description:
The Library/ Cataloging Intern will have the opportunity to work with a large reference collection, which contains a wide range of topics of historical importance to the Walla Walla area. Projects involve cataloguing, creating descriptions for, and duplicate checking of print materials, as well as and creating records for non-book items.

Requested hours per week: 10-12 hours, unpaid

Potential Majors:
Electronic Media, Communications Design, Public Relations, Advertising, Marketing, & related majors

Potential Responsibilities
- Perform copy-cataloguing of books, periodicals, other reference materials
- Perform Duplicate-Checks
- Create records for unique items

Qualifications/Skills:
- Experience with collections management software preferred
- Perform copy-cataloguing of books
- Create records for unique items with the guidance of an experienced cataloguer

Benefits to Intern:
- Gain experience in the area of cataloguing and authority control
- Gain knowledge of the intricacies of library/collection management
- Gain and understanding of the organization and inner workings of a specialized museum

To Apply:
Send resume, cover letter, & school schedule to
James Payne: james@fwwm.org

Reference “Library/ CatalogingIntern” in the subject line.