



## **Intern I/II - Library**

The Burlingame Public Library is seeking a motivated and detail-oriented Special Collections Intern to assist with the assessment, development, and strategic planning of the Library's Special Collections. This internship provides hands-on experience in archival evaluation, policy development, and collection management—ideal for graduate students pursuing careers in Library Science, Archival Studies, or Museum Studies.

### **RESPONSIBILITIES**

- Conduct an inventory and condition assessment of selected Special Collections materials
- Evaluate holdings by topic/theme, physical condition, and space constraints
- Contribute to the creation of a Special Collections component for the Collection Development Policy
- Assist in defining the scope and purpose of the Special Collections
- Research and analyze collection strengths, weaknesses, and growth opportunities
- Benchmark the Special Collections against best practices and peer institutions
- Draft guidelines for the acquisition and withdrawal of items
- Collaborate with library staff to define collection priorities and future directions
- Participate in staff meetings and contribute to strategic planning discussions

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Principles of archival organization, preservation, and special collections management
- Library and information science concepts related to collection development
- Research methodologies and information sources

#### **Ability to:**

- Conduct independent research and analysis
- Communicate effectively in both written and verbal formats
- Work collaboratively with staff across departments
- Prioritize tasks and manage multiple responsibilities with attention to detail

#### **Skills:**

- Analytical and critical thinking
- Strong organizational and documentation skills
- Proficiency with basic computer applications (e.g., Microsoft Office, Google Workspace)

#### **Education and Experience:**

Current graduate student pursuing a Master's Degree in Library Science, Archival Studies, or Museum Studies

Location: Burlingame Main Library

Compensation: Intern I/II

Schedule: 18–25 hours/week | Duration: 4–12 weeks

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