Position Information

**Employer:**
Hennepin County Library

**Division:**
N/A

**Title:**
Preservation Intern - Summer 2016

**Description:**
The Preservation team with Hennepin County Library plays a vital role in ensuring the long-term viability of the Library’s print collections through repair and restoration measures, bookbinding and other preservation methods. We also perform a consulting function to staff on preservation-related matters.

Primary Duties and responsibilities may include:
* Preservation bookbinding.
* Construction of preservation enclosures.
* Simple mending.
* General processing including some clerical work.

**Location:**

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<th>Location #1</th>
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<tbody>
<tr>
<td>Nation Wide</td>
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<tr>
<td>no</td>
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<tr>
<td>City</td>
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<td>Minneapolis</td>
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<td>State/Province</td>
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<td>United States</td>
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**Position Type:**
Part Time, Unpaid, Internship

**Salary Level:**
Unpaid

**Job Function:**
Arts Administration, Museum, Library

**Duration:**

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**How To Apply**

**Required items:**
- Resume
- Cover letter
- Other

Submit a resume, brief cover letter outlining your qualifications for this internship, and contact information for two references to Barb McKenzie.

Barb McKenzie
Hennepin County Library - Ridgedale
12601 Ridgedale Drive
Minnetonka, MN 55305
bamckenzie@hclib.org (preferred)
(612) 543-8579

Applications accepted via:
- Other

**Important Dates**

**Posted On:**
March 21, 2016

**Applications Accepted Until:**
April 29, 2016

**Contact Information**

<table>
<thead>
<tr>
<th>Employer: Hennepin County Library</th>
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<tbody>
<tr>
<td>Name: Barb McKenzie</td>
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<tr>
<td>E-mail: <a href="mailto:bamckenzie@hclib.org">bamckenzie@hclib.org</a></td>
</tr>
<tr>
<td>Phone: 612-543-8579</td>
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<tr>
<td>Address: 12601 Ridgedale Drive</td>
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<tr>
<td>Minnetonka, MN 55305 United States</td>
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June – August 2016

Approximate Hours Per Week:
6-10 hours per week

Qualifications:

Best Qualified Candidates will have:
* Attention to detail and excellent manual dexterity.
* Not had an internship with Hennepin County Library in the past.
* Coursework and/or experience in book preservation helpful.