



## Preservation Intern - Summer 2016

### 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:


#### Location #1

Nation Wide  
no  
City  
Minneapolis  
State/Province  
Minnesota  
Country  
United States

#### Position Type:

Part Time, Unpaid, Internship

#### Salary Level:

Unpaid 

#### Job Function:

Arts Administration, Museum, Library

#### Duration:

### 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

**Employer:** Hennepin County Library

**Name:** Barb McKenzie

**E-mail:** bamckenzie@hclib.org

**Phone:** 612-543-8579

**Address:** 12601 Ridgedale Drive  
Minnetonka, MN  
55305 United States

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.