



## Digital Projects Intern

The American Philatelic Research Library seeks a Digital Projects Intern for summer 2017.

Under the supervision of the APRL Librarian, the intern will digitize journals from the library's collection related to sports philately (collecting sports on postage stamps).

The intern's primary tasks will include:

- Scanning journals using the library's scanning equipment
- Running optical character recognition (OCR) software
- Performing quality control
- Entering metadata
- Packaging files for delivery to the customer

The intern will learn about library digitization processes and receive training on scanning equipment and software.

This internship is intended for an undergraduate or graduate student or new professional interested in pursuing a career in libraries, archives, or related fields. Prior knowledge of or experience in a library or archives setting is preferred but not required. Must have good computer skills, attention to detail, and ability to work independently.

The intern will be a part-time temporary employee of the American Philatelic Society, located in Bellefonte, Pennsylvania, and compensation will be \$11 per hour. The intern will work 15 hours per week from May through August. Schedule is flexible but must fall within the APRL's operating hours (8 a.m. to 4:30 p.m., Monday through Friday). If the intern is a student, the internship may be completed for credit.

The American Philatelic Research Library ([www.stamplibrary.org](http://www.stamplibrary.org)) holds more than 85,000 volumes and is the largest public library in the world dedicated to stamp collecting and postal history. It is located in newly-renovated space in an historic match factory building in the Victorian town of Bellefonte, just 10 miles from Penn State's University Park campus. The APRL has 4 FTE staff and serves philatelic researchers around the world.

To apply, submit a resume, cover letter, and names and contact information for three references by May 31, 2017 to Tara Murray, APRL, 100 Match Factory Place, Bellefonte, PA 16823 or [tmurray@stamps.org](mailto:tmurray@stamps.org).