



Trentoniana Department Internships

The Trentoniana Department of the Trenton Free Public Library holds the earliest and largest collection of material available to the public that relates to the history of the City and its inhabitants. It is a premier library-based special collection of historic items with material dating from the 17th century to the present. The Library was the first in New Jersey, founded in 1750, with its current building dedicated in 1902.

The Department houses an estimated 20,000 documents, artifacts, maps, and ephemera and more than 200,000 photographs. Unique source material has been provided for collegiate dissertations, professional and educational publications, historic preservation projects, and general research projects. An internship under the guidance of a Certified Archivist will be well-rounded with both special projects as well as mundane tasks, and would include a main project focused on one aspect of collection management, as agreed upon by the archivist and intern.

Projects may include, but are not limited to, organizing, rehousing, and describing small manuscript collections, photographs, or ephemera; scanning and cataloging collections; or creating subject guides.

Qualifications:

Currently enrolled for course credit (with professor's approval) with a major in history or library science, or if working on a subject guide, a major in that subject (exchange students with a J1 Visa Sponsor may also be considered). Strong organizational skills, neatness, attention to detail, reliability, and a high level of self-motivation are necessary. Must be able to lift about 15 lbs., reach and bend, be willing to get dirty, and be able to work in moderately dusty and sometimes dimly-lit tight spaces.

Position Available:

Fall, Spring, and Summer semesters. Days and hours are flexible but will be available Monday through Friday and on select Saturdays if needed. Evening as well as daytime hours are available. Internships are paid at the rate of \$15/hour for up to 150 hours, and are considered temporary part-time and unbenefited.

Institutional Contact:

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