



The College of Physicians of Philadelphia

BIRTHPLACE OF AMERICAN MEDICINE®

The Historical Medical Library of The College of Physicians of Philadelphia seeks an archives intern who wishes to gain practical experience in a professional library setting. The intern will have the opportunity to gain hands-on experience in processing institutional records, creating EAD finding aid[s] using ArchiveSpace, assisting in collection management and care, and selecting items for digitization. The intern will promote the collection[s] through a blog at the completion of the internship.

The Historical Medical Library of The College of Physicians of Philadelphia (Birthplace of American Medicine™) is one of the largest medical history collections in the United States with over 325,000 volumes including monographs, journals, manuscripts, archives, prints, photographs, pamphlets, and incunabula. It was designated a historical library in 1996 to recognize its function as a repository for the history of medicine.

Successful candidates will be currently enrolled in, or recently graduated from, a graduate-level library science program with an emphasis in archival management. Candidates must have excellent written and oral communication skills, the ability to work well independently, a willingness to learn, and strong organizational skills. Candidates must be able to sit and stand for long periods of time, be able to walk up and down multiple flights of stairs, and be able to carry a 20 pound box for a minimum of 20 feet. Prior experience working in a library/special collections setting or in processing archival collections is preferred but not required.

This position is unpaid but may be taken for academic credit. The intern must meet the requirements set by his/her university and ensure the staff at the Historical Medical Library are aware of the requirements as well.

Candidates are expected to devote a total of approximately 120 hours (10-20 hours/6-12 weeks) to the internship; the schedule is flexible.

Interested applicants should send a cover letter, a resume, and names/contact information of three references to Chrissie Perella, Archivist, at cperella@collegeofphysicians.org. Review of applications begins immediately.