

Practicum for Library Graduate Student for Government Information: Preservation Steward (Fall 2021)

About the Program

The UNT Libraries offers a practicum to a library graduate student for professional instruction and assessment experience by working with Government Information Librarian in the Government Information Connection at the Sycamore Library

Position Description

As a practicum student, you will work closely with the Government Information Librarian, to prepare materials for review by the Government Publishing Office (GPO) as part of our Preservation Steward partnership. This work includes conducting inventories, assessing collection condition, updating catalog records, compiling spreadsheets, and posting materials to the FDLP Exchange. Assisting with the Preservations Steward partnerships will be your primary focus, though you will also receive guidance on project management and customer service, specifically engaging with other Sycamore Library staff and student assistants by updating the team on project progress .

Your practicum will culminate with you having gained skills in using an Integrated Library System (ILS), learning about collection assessment and care, and gaining knowledge about the Federal Depository Library Program and government information collections.

Position Responsibilities

- Seek out specific materials within the Sycamore Library Collections
- Document key information points about individual items based on predetermined criteria established by the GPO and the Sycamore Library
- Assess item condition and make determine and execute any preservation needs related to the item
- Update Sierra with appropriate collection notes
- Communicate project progress via Microsoft Teams

Hours and Location

The working schedule is negotiable, based on practicum requirements, and must take place during regular business hours of the Sycamore Library.

Minimum Qualifications

You must be enrolled in your practicum and have prior relevant experience. You should also possess these qualifications:

- You must be a student receiving library science practicum course credit through your college/university.
- Significant coursework completed in library and or information sciences
- Attention to detail
- Strong commitment to public service
- General experience with computers and various software products
- Willingness to acquire new skills in a rapidly changing environment

Compensation

This is an unpaid professional practicum.

Contact for More Information

This position is under the supervision of the Government Information Librarian.

If interested, please contact Robbie Sittel at Roberta.Sittel@unt.edu.