

Schaeffer Fine Arts Library Placement Project

Semester 2 2024

POSITION DESCRIPTION

Position title: Library Research (Archival Collection) and Metadata Intern

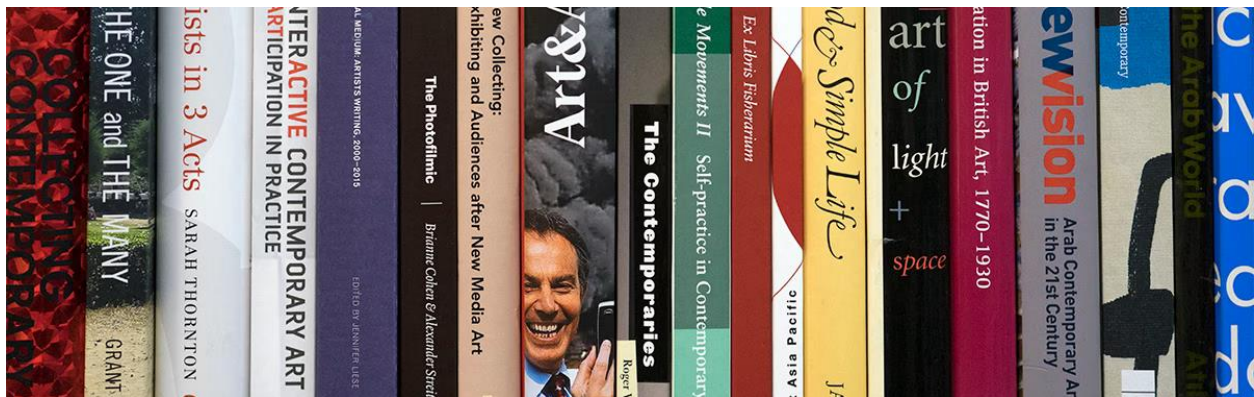
Department: Schaeffer Fine Arts Library

Reporting to: Senior Librarian

Enrolment type: Part-time, hours to be discussed

Classification: Vocational placement (non-paid)

Conditions: To accomplish the metadata capturing of targeted collection (TBD).



ABOUT SCHAEFFER FINE ARTS LIBRARY

The Schaeffer Fine Arts Library is one of Australia's leading art libraries. Situated at the University of Sydney and supported by the Power Institute, this specialist reference-only library is open on weekdays to both students and the public. The Schaeffer Fine Arts Library is a key resource, offering facilities for individual study and research, along with a collection of materials distinguished by its academic quality and breadth.

The library's collection includes approximately 50,000 monographs (encompassing books, exhibition catalogues, and dissertations), 3,000 DVDs and Blu-rays, 400 journal titles, and a legacy collection of 40,000 high-resolution digital images. The subject scope covers the history of the visual arts, with particular focus on modern and contemporary artists and movements, art of the Asia-Pacific region, and Australian Indigenous art. The collection also

features works on semiotics, philosophy, cultural studies, museum and gallery curation, architecture, literature, photography, and cinema.

The library is closely associated with the Discipline of Art History and the Discipline of Film Studies, providing specific materials and facilities for students undertaking related courses.

ABOUT THE INTERNSHIP POSITION

The Fine Arts Library is offering an exciting internship opportunity for students interested in the intersection of art history and library science. This internship focuses on capturing metadata for early works of artists, including books, diaries, notes, sketches, and other ephemera from our extensive archival collection. Interns will gain hands-on experience in cataloging and metadata entry, enhancing their skills and knowledge in twentieth and twenty-first-century art history

Duties include:

- Researching and analyzing the archival collection of artists' early works.
- Capturing and entering detailed metadata for various items, including books, diaries, notes, sketches, and other ephemera.
- Assisting in the organization and maintenance of the archival collection.
- Digitizing records to create digital copies for preservation and accessibility.
- Collaborating with library staff to ensure accuracy and consistency in metadata.
- Participating in regular meetings and training sessions to enhance cataloging skills.
- Possibly writing a blog entry or other content for the GLAM (Galleries, Libraries, Archives, and Museums) website, if the student shows aptitude and interest
- Opportunity to create or contribute to a small exhibition featuring these materials and/or give a brief talk about the collection, if the student shows aptitude and interest.

METADATA CAPTURING PROJECT

1. Sherman Gallery Archives (Ian Potter Room): 137 Boxes
2. Bernard Smith Archives Collection (Ian Potter Room): 25 Boxes
3. Schaeffer Ephemera Collection (Hons. Room) – 23 Boxes
4. Artist Books (Reserve Room) – 50 – 52 Books

KEY LEARNING OUTCOMES

- Acquire practical experience in cataloging and metadata entry in to Library System.
- Expand knowledge of twentieth and twenty-first-century art history.

- Develop research skills specific to archival collections.
- Gain insights into the organization and management of a fine arts library.
- Enhance attention to detail and data accuracy.
- Learn digitization techniques and digital preservation methods.
- Gain knowledge of safe handling of archival works
- Gain experience in content creation for library and museum websites.
- Develop public speaking and exhibition planning skills.

SELECTION CRITERIA

Essential Criteria

- Currently enrolled in a relevant undergraduate or graduate program (e.g., Museum and Heritage Studies, Art Curating, Library Science, Art History, Fine Arts).
- Demonstrated interest in art history and archival research.
- Basic knowledge of data entry.
- Strong research and analytical skills.
- Excellent attention to detail.

Desirable criteria

- Basic knowledge of cataloging principles and metadata standards.
- Experience with digital tools and platforms for cataloging and metadata entry.
- Interest in creating digital content and exhibition planning

Key Skills:

- Strong written and verbal communication skills.
- Proficiency in using computer software for data entry and research.
- Ability to work independently and collaboratively in a team environment.
- Organizational skills and ability to manage multiple tasks efficiently.

PHYSICAL REQUIREMENTS

- Ability to handle fragile and delicate archival materials with care.
- Capacity to sit or stand for extended periods while performing research and data entry.

- Occasional lifting of light archival boxes and materials.

HOURS OF WORK

- Hours of work are flexible and to be agreed on between the Supervisor and Student, but must fall on weekdays between 10am and 5pm.

APPLICATION PROCESS

- Applications open now. Please forward your CV and Cover Letter addressing the Selection Criteria to Senior Librarian, Schaeffer Fine Arts Library:
Schaeffer.library@sydney.edu.au
Please cc glam.internships@sydney.edu.au