



## **Job Description: Museum Library Intern (Unpaid)**

**Position Title:** Museum Library Intern

**Location:** Loudoun Heritage Farm Museum, Sterling, VA

**Reports To:** Executive Director

**Position Type:** Internship (Unpaid)

**Internship Duration:** Estimated 8 - 12 weeks

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### **Overview**

The Loudoun Heritage Farm Museum is seeking a dedicated and meticulous intern to assist in the organization and cataloging of the museum's 600+ book collection and other materials. This position involves editing and creating MARC records and entering data into the Proficio Re:Discovery database, ensuring the accessibility and proper documentation of the library's resources. This internship provides valuable hands-on experience in library cataloging, museum database management, and preservation within a cultural heritage setting.

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### **Responsibilities**

- **Cataloging & MARC Records:** Create original and edit existing MARC records for books, periodicals, digital and archival materials in accordance with library cataloging standards.
  - **Database Management:** Enter and manage bibliographic and descriptive information in the Proficio Re:Discovery database.
  - **Organization:** Sort, organize, and shelve materials to maintain an efficient and user-friendly library system.
  - **Inventory Audit:** Conduct periodic audits of the library collection to ensure records are accurate and up to date.
  - **Preservation:** Assist in the proper handling and preservation of rare or fragile materials. Identify preservation needs within the library collection.
  - **Documentation:** Maintain detailed and consistent records following established museum and library protocols.
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### **Qualifications**

- Knowledge of standard library cataloging tools, such as MARC21, RDA, DCRM, LCSH, and other standard vocabularies.

- Strong attention to detail and accuracy, particularly in data entry.
  - Familiarity with integrated library systems. Familiarity with the OCLC Connexion client preferred but not required. Proficiency with database systems and knowledge of metadata standards; experience with Proficio Re:Discovery is highly preferred but not required.
  - Interest in museum studies, library sciences, or archival work.
  - Ability to work independently and collaboratively.
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### **Preferred Qualifications**

- Coursework or experience in library sciences, museum studies, or a related field.
  - Experience with cataloging, metadata creation, or archival practices.
  - Strong organizational and communication skills.
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### **Benefits**

- Gain hands-on experience with MARC records and museum database systems.
  - Develop skills in library cataloging and description of archival collections .
  - Opportunity to contribute to the preservation of Loudoun County's agricultural history.
  - Flexible hours to accommodate academic or personal commitments. Some work can be performed remotely.
  - Networking opportunities with museum and library professionals.
  - Potential for academic credit based on institutional requirements.
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### **Application Process**

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position to [jobs@lhfarmmuseum.org](mailto:jobs@lhfarmmuseum.org). Applications will be accepted on a rolling basis until the position is filled.

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This internship offers an exceptional opportunity for individuals passionate about library sciences, museum collections, and cultural heritage to gain practical experience and contribute to a meaningful mission.

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*The Loudoun Heritage Farm Museum is a 501c3 non-profit dedicated to preserving, promoting and bringing to life the rich agricultural history of Loudoun County.*