The Sisters of Mercy are an international community of women religious vowed to serve people who suffer from poverty, sickness and lack of education with a special concern for women and children. Mercy Heritage Center, located in Belmont, North Carolina, was created in 2011 to house the historic records of Mercy communities from the United States.

Beyond the archives and artifacts we steward, there is also a library and special collection which includes books, manuscripts, periodicals, and other ephemera. These primary source materials support our mission to serve as a research and educational resource for both the Sisters and a variety of external audiences. This collection is unique in that Mercy Heritage Center holds the most comprehensive collection of materials written by and about the Sisters of Mercy here in the U.S.

**TITLE:** Library Cataloging Intern

**TIME COMMITMENT:** 10-12 hours a week, (minimum 100 hours, with additional hours possible if needed for credit) during weekdays, Monday through Thursday, from 9 AM to 5 PM, and Friday from 9 AM to 4 PM.

**DUTIES/PROJECTS:** The Library Cataloguing Intern will assist with furthering the library program for Mercy Heritage Center through collection management, cataloguing materials into the OPALS database according to established practices. Library catalog records will be created with the intent of posting them online, both on our Mercy Heritage Center web pages, and through OCLC for greater access and potential use. Optional projects include a library display for the research room.

The preferred candidate is a motivated problem solver with an interest in cataloguing. Applicants should have some practical experience with copy cataloguing and the use of authority files. The intern will have strong organizational skills and attention to detail. Ability to work in a Windows environment is required.

The ideal candidate will be:

- Currently enrolled or recently graduated from a library or information science program or have previous coursework/experience in library science, collection management and descriptive cataloguing and classification.
- Familiar with library classification systems, particularly Dewey.
- Familiar with library catalog systems, including OPALS.
- Able to work independently and take direction; willingness to ask questions.
- Able to lift 25 pounds and push a book cart.
- Experienced in Microsoft Office.
- Proficient in written and oral communications.
- Knowledgeable in 19th and 20th century U.S. history.
This position is a paid internship with an hourly wage based on several factors, including previous experience and completed coursework. Preference may be given to applicants who have previous experience volunteering/working in libraries. This internship can also be adjusted for and incorporated into any appropriate curriculum experience, such as for academic credit. Please send resume, cover letter and list of three references to the following email address by end of day, Friday February 15, 2019:

Kathryn Oosterhuis  
Archivist/Director, Mercy Heritage Center  
koosterhuis@sistersofmercy.org

For more information, visit the Mercy Heritage Center web page: http://www.sistersofmercy.org/about-us/mercy-heritage-center/get-involved-at-mercy-heritage-center/