



# south carolina STATE LIBRARY

## Internship Opportunities

The South Carolina State Library offers many internship opportunities. Since internships are customized, please contact the specific contact person listed for the project you are interested in. Internships are unpaid and require on-site work.

### Digitization

Provides digitizing South Carolina cultural heritage materials. The intern will learn to scan, edit image files, create metadata using Dublin Core standards, and upload content into the SCSL Digital Collections.

Contact: Amanda Stone, Manager of Collections & Digitization,  
[astone@statelibrary.sc.gov](mailto:astone@statelibrary.sc.gov)

### Federal Documents

Provides collection management of a medium-sized print government documents collection, as well as aspects of the electronic collection. The intern will learn the background of the FDLP, specifics of the SuDoc classification system, and obtain hands-on experience in the selection, acquisition, organization, and evaluation of Federal Documents.

Contact: Amanda Stone, Manager of Collections & Digitization,  
[astone@statelibrary.sc.gov](mailto:astone@statelibrary.sc.gov)

### Statistics/Statistical Analysis

Analysis of public library annual statistics. Opportunities for longitudinal studies.

Contact Kathy Sheppard, Director of Library Development,  
[ksheppard@statelibrary.sc.gov](mailto:ksheppard@statelibrary.sc.gov)

### Social Media/PR/Website

Opportunities to work on PR campaigns for special projects, video creation, editing, graphic design, social media management, Facebook, Twitter, YouTube, Instagram, finding innovative ways to promote library services. Web content management and link checking.

Contact Dr. Curtis R. Rogers, Communications Director, [crogers@statelibrary.sc.gov](mailto:crogers@statelibrary.sc.gov)

### Reference/Circulation/Programming

Gather experience on the front line including providing reference and circulation services and getting involved in statewide literacy and literary arts community events.

Programs may include Young Minds Dreaming Annual Poetry Contest and Quilts of Valor project.

Contact Ashley Till, Statewide Services Manager, [atill@statelibrary.sc.gov](mailto:atill@statelibrary.sc.gov)

### Inclusive Services/Library Development Services

This internship will provide an opportunity to learn about ADA accessibility of online resources, physical spaces, and program access. Working under the supervision of the Inclusive Services Consultant, the intern will complete a short training course in ADA issues relevant to libraries, gain experience working with assistive technology, and learn about best practices of accessibility. They will assist in evaluating accessibility of services at the South Carolina State Library and public library systems, and developing responses to accessibility issues, such as creating podcast transcriptions and video captions.

Contact Kathy Sheppard, Director of Library Development, [ksheppard@statelibrary.sc.gov](mailto:ksheppard@statelibrary.sc.gov)

### Literacy/Children's Services

Literacy 2030 is a statewide literacy initiative and a good project for someone interested in data, literacy and learning statistics, community outreach efforts, and community work in literacy through public libraries. There are also a number of projects and grant-funded initiatives, all which provide opportunities for writing and editing, website review and assistance, program planning, data gathering/information presentations, and work with the library community and special populations.

Contact Kathy Sheppard, Director of Library Development, [ksheppard@statelibrary.sc.gov](mailto:ksheppard@statelibrary.sc.gov)

### Talking Book Services

Provides services to blind and physically handicap individuals through audio recording, voice-overs, working with digital recordings, editing audio files and reviewing recorded books.

Contact Kristin White, Director of Talking Book Services, [krwhite@statelibrary.sc.gov](mailto:krwhite@statelibrary.sc.gov)