CATALOGUING PROJECT AT THE FRANCISCAN MONASTERY

The Franciscan Monastery of the Holy Land
1400 Quincy Street, NE/Washington, DC 20017
Close to Catholic University campus and the Brookland Metro and/or the H6 bus.

As part of our ongoing effort to improve the functioning of the library at the Franciscan Monastery of the Holy Land, we are seeking assistance (either a practicum or an internship) in cataloguing and arranging our collection of books, periodicals, and other monographs (approximately 15,000-20,000 records remain to be included in our OPAC). We use Dewey Decimal Classification and house the library on two floors in the Friary. ResourceMate, our software server, includes an ISBN Search option, as well as library searches where there is no ISBN. Our aim here is to assure that a complete and full inventory of our books is accessible on line.

The librarian is at the Monastery from 7-11 AM, and would like for a student to work within those hours.

Specific duties will include learning the user-friendly ResourceMate software and cataloguing, organizing, and conserving materials in our library. It is a nice place to work.

For more information, please contact Karen Levenback, Archivist-Librarian, at 202-526-6800 Ext. 366 or via e-mail at karen@myfranciscan.com.