

INTERNSHIP TERMS OF REFERENCE

ICCRROM (International Centre for the Study of the Preservation and Restoration of Cultural Property) is an intergovernmental organization with headquarters in Rome, Italy. Founded by UNESCO in 1956, it is the only institution of its kind with a worldwide mandate to promote and improve the conservation of all types of cultural heritage through training, information, research, cooperation and advocacy.

The internship programme was launched in 2002 to meet the growing number of young professionals seeking to gain exposure to the activities of an Intergovernmental Organization specifically concerned with the diverse aspects of cultural heritage. Since then over 150 interns from a third of our 136 Member States have carried out an internship and benefitted from the unique opportunity of interacting with staff, research fellows and heritage professionals on subject matters of their interest.

*PROGRAMME/PRIORITY AREA/SERVICE: **LIBRARY***

Webpage: <https://www.iccrom.org/resources/library-services>

Under the supervision of a staff member, the intern is called upon to provide assistance aimed at enhancing the overall activities of the chosen Programme/Project/Service. More specifically the intern shall contribute to:

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1. Cataloguing of library materials in accordance with scientific and international standards (periodicals to which the Library subscribes and monographic materials, both acquisitions and donations). The ICCROM Library currently uses the Integrated Library System KOHA.

 2. Reference service to the public.

 3. Basic conservation treatments and maintenance of library materials.

 4. Participation to binding of periodicals.

 5. Participation to projects and activities with partners (Exchange Partners, Electronic Journals Library EZB, Bibliographic Conservation Information Network BCIN, URBIS Library Network URBiS).

 6. Global adjustments and corrections in the Library Database.

 7. Compilation of bibliographies (Thematic bibliographies, Assistance to ICCROM Course bibliographies).

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Technical requirements and additional skills:

- * Recently completed or in the process of pursuing studies in Library and Information Science or a related area
- * Interest in information technology
- * Good organisational skills and analytical thinking

Please kindly note that the above terms of reference are solely indicative of the type of tasks that could be entrusted to the intern. These are subject to being modified or could remain unvaried based on the needs of the programme/project/service at the time of the internship.