The Waring Historical Library is the special collections and rare books library for the Medical University of South Carolina. Named for Joseph I. Waring, Jr., the first director of the Historical Library, the library houses books, journals, manuscript items and museum artifacts dealing with the history of the health sciences. The WHL and the MUSC University Archives are located on the campus of MUSC in downtown Charleston. Regular hours of operation are M–F 8:30 a.m. to 5 p.m.

**Manuscripts Processing Project**

Intern will process manuscript materials at the Waring Historical Library and/or MUSC University Archives. This work will include inventorying materials, rehousing them in archival folders and boxes, and creating descriptions of materials for cataloging.

For more information, please contact the Waring’s curator, Susan Hoffius, at hoffius@musc.edu or (843) 792-2288.

**Digital Collections Project**

Intern will digitize manuscript materials in the holdings of the WHL and MUSC University Archives. This work will include digital scanning, metadata creation, and data entry. Intern will be trained on equipment and standards.

**Project details**

Interns are responsible for converting archival materials to digital format using a high-resolution scanner to create digital collections at the MUSC Library.

**Duties and Responsibilities**

- Properly handle fragile and rare archival materials
- Scan bound print materials and use photo editing software to process images
• Create and revise administrative, descriptive and structural metadata using Microsoft Excel
• Upload digital collection items using Project Client application of digital asset management system, CONTENTdm
• Calibrate all components of scanner and computer workstation on a regular basis

Position Qualifications and Requirements

• Attention to detail and accuracy
• Sound judgment to identify and report problems to supervisors and contribute to resolving them
• Must exhibit care in handling library and/or archival materials
• Ability to operate a computer and scanner

Preferred Qualifications:

• Previous digital collections experience
• Familiarity with the functionality of Windows and Mac operating systems
• Competency using CONTENTdm, Adobe Photoshop, and Microsoft Excel

For more information, please contact the Waring’s digital archivist, Tabitha Samuel, at samuel@musc.edu or (843) 792-6749.