



## **Undergraduate Student Internship 2007 General Requirements**

### **Overview**

The New Hampshire Political Library (NHPL), founded in 1997, is a non-partisan, non-profit organization committed to preserving a historical record of the first-in-the-nation presidential primary. Since 1952, the New Hampshire presidential primary has provided the first primary test for candidates to win over voters. The Library provides the only comprehensive collection of election campaign papers and memorabilia from over half a century of primary history. The library and collections are located at the State Library at 20 Park Street in Concord.

### **Purpose**

The main purpose of the internship is to provide students with a general idea of how a small library/archives functions, along with specific experience in archival and research responsibilities. The intern will receive a “hands-on” experience through the assignment of a variety of different collections tasks. All projects directly relate to issues and work that are currently ongoing at NHPL. The intern will work as part of the Collections team, with the Librarian/Archivist, the Director of Programs and Collections, and the NHPL Collections Committee. The intern may arrange to receive academic credit for the internship through their college.

### **Student Qualifications**

The student must be enrolled in an undergraduate degree program in history, political science, or English in order to participate in this internship. Interest in politics, as well as archival and library management, is desired.

### **Time Commitment**

The intern is expected to work 200 hours during the semester of the internship. The time worked each week can be flexible and scheduled to fit the intern’s and NHPL staff schedule. Weekly time worked includes visiting one other archives/library, attendance at one NHPL Collections Committee meeting, and actual work time at NHPL.

### **Stipend**

Our program will provide a non-employee stipend of \$1,600, payable in four equal installments, based upon a total of 200 hours during the semester internship. Payments will be made after every 50 hours worked.

### **To Apply**

To apply for an internship, please send your resume and three references to:

Lori Fisher, Director of Programs & Collections  
New Hampshire Political Library  
P.O. Box 2512  
Concord, NH 03302  
[lfisher@politicallibrary.org](mailto:lfisher@politicallibrary.org)  
Fax: 603-225-0540

Potential interns will be contacted to set up an interview. Only one internship opportunity is available per semester.