LONDON MATHEMATICAL SOCIETY

Library Special Collections

Student Placement Description

Placement: Library Special Collections Student Placement (2 vacancies)

Location: De Morgan House, 57-58 Russell Square, London, WC1B 4HS

Responsible to: Head of Society Business/ Archivist (as necessary)

Main purpose of Placement:

To assist with managing the Society’s special collections. This will primarily be working on three main projects:

1. Prepare archive material for digitisation.
   a. Preparing material for digitizing
2. Transcribing letters held in the Society’s collection
3. Enhance the display of the Society’s artefacts.
4. Catalogue the Society’s collection of digital images
   • Researching the rights to each image in relation to current copyright law.
   • Capturing details of the photographs.

If time permits within the placement there will be an introduction to the Society’s archive and the possibility of some archive listing under the supervision of the Archivist. This is an ideal placement/post for someone looking for practical experience in library and/or image cataloguing and an introduction to archive management. It would suit someone intending to apply for a relevant postgraduate course or who has recently completed one.

Main Tasks:

- Working with the Society’s Minute books for meetings; numbering the pages, noting attendees at the meetings and making a synopsis of the meeting business.
- Transcribing the Hirst Letters
- Listing the photographs within the Society’s digital image collection.
- Undertaking research into the relevant copyright restrictions for each digital image, including listing known contacts.
- Undertaking archive listing
- Précis of historical Society meetings
- Assisting with enquiries related to the Society’s collection.
- General office management (photocopying, filing etc).
- Assisting with relocating parts of the Society’s collection.

**Further Information:**
- Short-term role, 2 days a week (between Monday and Friday), for a period of up to: 9 weeks
- Hours of work: 10.00 – 5.00 with 1 hour unpaid lunch break
- Placement Remuneration: £8.00ph

**Student Background Requirements:**

**Essential:**
- Educated to degree level
- Ability to work unsupervised and as part of a small team.
- Excellent interpersonal and communication skills
- Organised approach to work

**Desirable:**
- Previous experience of working in a library (paid or voluntary)
- Previous experience of working with image collections
- Interest in the history of mathematics

**To apply:** Please contact Carol Chessis for an application form; tel (020) 7291 9979, email: carol.chessis@lms.ac.uk

**Enquiries:** For further information about the role, please contact Carol Chessis (tel: (020) 7291 9979; email carol.chessis@lms.ac.uk)

**Deadline:** 5 pm on Tuesday 10 March 2015

**Interviews to be held Monday 16 March 2015**

**Placement Start Date w/c 23 March 2015**