



Internships at the Department of Justice Libraries

The Department of Justice Libraries offer ongoing unpaid internships in Washington, D.C. to library science graduate students interested in gaining work experience in a federal law library setting. Practicum opportunities are available for those with an interest in reference, research and web design as well as digitization and technical services. **No law degree or legal experience necessary.**

Sample activities include:

- Gain research skills working on real-world questions.
- Help develop and maintain intranet pages and research guides for the DOJ Virtual Library.
- Create intranet finding aids for un-cataloged library collections such as Attorney General Memoranda or Legislative files. Create e-legislative histories of statutes enforced by DOJ.
- Assist in implementing an electronic discovery service, integrating it with DOJ databases.
- Digitize important paper collections, increasing accessibility to DOJ researchers, including those with disabilities.

We are looking for motivated, self-starting library school graduate students able to work eight hours a week or more. **Successful applicants must be a U.S. Citizen and enrolled in a degree program.** We will assist a student in obtaining academic credit.

To apply, please email resume and references to Roxie.Daneshvar@usdoj.gov and Bridget.Gilhool@usdoj.gov. **The application deadline for Spring 2019 is Friday November 9, 2018.** No phone calls please. Thank you.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination based on color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or non-membership in an employee organization, or personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.