

# UIHI LIBRARY

*Assisting the UIHI with library reorganization and cataloging.*



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## Description

This volunteer/internship opportunity will support the UIHI staff in reorganizing their physical and electronic libraries. The aim of this project is to:

- Increase the capacity of the UIHI to utilize American Indian and Alaska Native (AI/AN) literature for projects and grant writing.
- Aid the UIHI in storing public health information for future use.

The primary volunteer/intern activities on this project will be to develop and implement a cataloging system for the print materials in the UIHI office library. In addition, the volunteer/intern will be responsible for sorting, labeling and uploading electronic literature to the bibliographic program, EndNote, from the UIHI's server. The volunteer/intern will create a policy and procedure document at the end of the project to aid UIHI staff in future use of the EndNote library.

Other activities may be added as time allows and per student interest.

## Project area of focus

Urban American Indians and Alaska Natives, public health literature, library science

## Any special skills required

The UIHI strives to support the professional development of members of the AI/AN community and those who desire to work with the AI/AN community. Familiarity with health and social issues facing AI/ANs. Familiarity with Microsoft Office Suite and Endnote preferred.

## Starting date and timeline

Starting Date: Flexible

Timeline: Flexible, ideally part time for 2-3 months

## Compensation

The UIHI is unable to provide monetary compensation to volunteers. However, the UIHI will work with education institutions or other agencies so that volunteers can receive credit for their volunteer hours.

## Contact Us

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