

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: Membership & Activities Officer/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. Description of the correspondence of TA Hirst, LMS Hon Secretary, 1853-1892, comprising c. 500 letters arranged according to author
2. Enhance the display of the Society's artefacts.
3. 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 Collection of Hirst Letters; indexing names and topics in the 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
- 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: 12 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 Wednesday 15th March

Interviews to be held 22nd March

Placement Start Date w/c 1st May 2017

The London Mathematical Society is the UK's learned society for mathematics. Founded in 1865 for the promotion and extension of mathematical knowledge, the Society has a membership of over 2500 drawn from all parts of the UK and overseas. Its principal activities are the organisation of meetings and conferences, publication of journals and books, provision of financial support for mathematical activities, and contribution to public debates on issues related to mathematics, research and education.

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