



**Position title:** SolarSPELL Library Metadata Intern

**Organization:** SolarSPELL (Solar Powered Educational Learning Library)

**Location:** Tempe Campus and/or Remote

**Application deadline:** Dec. 1st 2022, applications will continue to be accepted and reviewed every week until the position is filled. Initial application review will begin after Dec. 1st

**Start date:** January 6th, 2023

**Type of internship:** non-paid; approx. 10 hours per week

**Description:**

SolarSPELL is seeking interns to assist the Library Specialist in cleaning and organizing the metadata for our library collections of over 40,000 resources. The intern team will perform detailed tasks that require a high level of precision and patience. They will also assist with tagging our content with relevant data and preparing it to be added to our library database. Interns should have prior experience in organizing and cataloging data, and should have an interest in working with large amounts of data.

SolarSPELL is an educational initiative at Arizona State University that combines appropriate technology, relevant content, and local capacity building. We work to build internet-ready skills and improve educational opportunities around the world. Our offline digital library is designed to bring educational content to resource-constrained locations that may lack electricity, Internet connectivity, and/or traditional libraries. The SolarSPELL library emits an offline WiFi hotspot, to which any WiFi capable device (smartphones, tablets, laptops) can connect and browse the expansive content for free.

Users connect to the SolarSPELL offline, digital library over WiFi, using any WiFi-enabled device (smartphones, tablets, laptops) to freely, and safely, surf thousands of resources that are carefully curated and continually improved to meet local information needs.

More information on SolarSPELL can be found here: <http://solarspell.org>

This internship offers an exciting opportunity to contribute to improving the quality of educational information available to students and teachers around the world, whose

schools may lack Internet connectivity, electricity, and/or traditional libraries. High-quality metadata in our library database translates to a high-quality library for our users to access. Your contributions will be brought to the field and used by teachers and students, potentially within months of your internship!

Interns will be expected to attend a new intern orientation over Zoom. Ideal candidates will be detail-oriented and self-starters.

Internship duties will include the following:

- Learn metadata tagging standards for the SolarSPELL project
- Assist with metadata tagging of new and current library resources
- Assist with standardizing data to ensure all fields are complete
- Cross-reference resources to avoid duplicates
- Verify copyright permission of the resources
- Proficient with Google applications (i.e. Sheets, Docs, etc.)
- Ability to efficiently learn new software for data entry and organization
- Ability to work well independently
- Extremely detail-oriented and organized

**How to apply:** If you are interested in applying for this position, please submit a resume and cover letter to Courtney Finkbeiner at [courtney.finkbeiner@asu.edu](mailto:courtney.finkbeiner@asu.edu). All documents should be in PDF format and follow the naming style of [LastName\_FirstName\_DesiredPosition]