

## **Title of the Internship**

Assistant Bibliographer

## **Aim of the Internship**

Become familiar with all stages of the work of the bibliographic team, from the creation of a single record to the upload of the cumulative annual bibliography online.

## **Skills to be acquired**

As a member of the bibliographic team you will learn how to:

- Quickly summarize and assign keywords to publications which belong to various fields of studies and multiple languages
- Use available bibliographic tools (library catalogues, publishers' platforms, national and international subject-specific datasets)
- Use and navigate through our electronic input platforms
- Manage large volumes of data with due accuracy
- Prioritise work effectively in an environment with demanding deadlines
- Work as part of a team

## **Responsibilities**

- Creating new bibliographic records in multiple languages (depending on the language skills of the candidate)
- Editing old records
- Processing book reviews
- Performing background tasks aiming at the standardization of the material already in the Brepols' databases, i.e. merging duplicate records, names, historical persons, book series etc.

## **Monitoring**

All different tasks to be performed by the trainee will be taught as stand-alone learning blocks with specific objectives and outcomes. Each block is structured as follows: 1) theoretical considerations, methodology, professional ethics, 2) guided practice, 3) independent work, 4) feedback on the work produced, 5) reflection and reporting to the trainer. Every step of the training process is paced according to the skills and educational background of the trainee and is closely monitored to maximize the benefits for both the hosting company and the intern.

**Mentors**

Evangeliki SKAKA; Dimitris KYRATZIS

**Evaluation**

The evaluation will be on a day-to-day basis.