

Archival Collections Processing Intern Job Description

Department: McCracken Research Library

Internship Title: Archival Collections Processing Intern (2018)

Overview: This internship introduces the student to the challenge of managing, researching, processing, and digitizing archival collections in a museum setting. The project consists of researching archival collections housed in the McCracken Research Library vaults and creating an inventory of the entire collection, along with individual descriptions of photographs and providing descriptive metadata. Or, in some cases, reprocessing and rehousing a previously processed collection to include additions, ensure its long-term stability, and change the arrangement and description of materials as needed.

Level of Responsibility: Reports to Archivist

Specific Duties and Responsibilities:

- Applying archival principles to the arrangement of collection materials of various formats.
- Recording general information about archival collections, including a box and folder inventory.
- Photographs throughout the collection will require assignment of accession numbers, description of the images depicted, measurement of dimensions, and identification of various historic formats. In the case of legacy metadata, corrections in terms and other descriptors may be necessary.
- Digitization of archival materials to standards, descriptive metadata creation, and uploading of materials into online content management software such as CONTENTdm.

Qualifications:

- The qualified intern should be collaborative, communicative, open minded and well organized.
- They should be able to work independently, but also able to take directions and be willing to ask questions.
- Prefer an undergraduate or graduate student with an interest in history, library science, anthropology, photography, or museum studies.
- Preference given to students with previous experience in archival processing and description.