

Internships at the UNC Archives and Special Collections

Are you thinking of pursuing a career in archives, libraries, or museums? Are you interested in history? Cool stuff? Old photographs? Or possibly even digital records management? Then an internship at the University of Northern Colorado Archives and Special Collections may be for you!

WHO

Current UNC undergraduate and graduate students as well as current graduate students in a library/information science program are welcome to apply.

- Qualifications include:
 - Strong interest in pursuing a career in archives, libraries, museums, preservation, research, or records management
 - Ability to work well with others, including staff, students, and the public
 - Ability to stay on task while working independently
 - Ability to use current office software and learn new technology
 - Willingness to learn and gain hands-on experience

General information

- The number of available internships each semester (fall, spring, or summer) is dependent on the availability of appropriate projects and faculty supervisors.
- Internships vary between 1 and 3 credits per semester and have the following minimum requirements:
 - 1 credit: 3 hours per week
 - 2 credits: 6 hours per week
 - 3 credits: 9 hours per week
- Internships take place in Michener Library, L119.
- Interns must be able to work during the hours of 9:00-5:00pm, Monday-Friday. Specific schedules will be arranged between the intern and supervisor.
- Internships are supervised by a member of the Archives and Special Collections faculty
- UNC students accepted for an internship must enroll in the appropriate LIB course number. A syllabus with appropriate learning objectives and projects will be created and utilized.
- All internships must be taken for course credit. At this time, stipends and other monetary compensation are not available.
- If the university requires classes to go online during a semester, interns will be assigned appropriate projects to complete remotely.

WHAT

Potential archival projects:

Acquisition and Documentation Projects: Assist with acquisition and accession of new materials. This could include creating retention schedules, assisting with pick-ups and transfers, meeting with donors, appraising materials, and creating inventories.

Archival Processing: Arrange, describe, and take preservation actions on a small collection or part of a collection. This can include rearranging material, rehousing items, and creating an online finding aid.

Collections Research: Conduct in-depth research in UNC's archival collections on a particular topic for reference requests, exhibits, marketing, collection analysis, or other reasons.

Digitization and Metadata: Scan collection materials and create metadata (description) for Digital UNC. This can also include researching copyright or preparing materials for reformatting by an external vendor.

Exhibit development and selection: Assist with developing an approved exhibit. This typically includes conducting research, selecting items, writing captions, and layout design.

Oral and Video Histories: Conduct oral histories with selected individuals and facilitate access by creating transcripts, describing the oral histories online, and uploading files to Digital UNC.

Web Archiving: Use web archiving software to capture websites, conduct quality assurance, and provide access to web content.

HOW

Interested applicants should complete the Archives Internship Application. Completed forms need to be submitted via e-mail to Jay Trask (jay.trask@unco.edu)

Archives Internship Application

Student Information:

Name: _____

Major: _____ GPA: _____

Select One: Freshman ___ Sophomore ___ Junior ___ Senior ___ Grad Student LIS Student

Local Address:

Email: _____

Telephone Number: _____

Internship information:

Number of Credit Hours (1-3): _____ Semester: _____ Academic Year: _____

Each credit hour requires 45-hours of work at the Archives and Special Collections

Why are you interested in an internship in the Archives and Special Collections: _____

Describe any experience working in archives, libraries or museums, including archival research, volunteering, or internships: _____

Selected candidates will be notified for a brief phone or onsite interview. To accommodate registration dates and faculty workload planning, please submit applications for spring semester by December 1; for fall semester by July 15. Applications will be reviewed on a rolling basis if internships are available.