**Standard Information for Onsite Interns with the UF Digital Library Center (DLC)**

**General**

* Internship length:
  + 1 month (approximately 4 weeks) at 30-35 hours per week
* Project:
  + Digital Library of the Caribbean (dLOC)
* Reports/documentation:
  + No reports aside from the initial letter and from maintaining documentation on the internship for validation of work conducted as is standard for all internships. Additional reports are supported when needed.
* Supervisor/Primary contact:
  + TBD based on dates
* Supervisor responsibilities:
  + establishing the schedule for training in different areas
  + coordinating training with staff in each of the areas
  + discussing the processes one-on-one with the Intern to make sure all of the methods and standards are understood as well as the context for all work components
  + Meetings with Collection Managers possibly 1 meeting or a series of 2-3 meetings based on their interest and availability.
  + Checking with the Intern to ascertain interest in seeing UF’s Conservation Unit. If so, coordinating time for a tour and possibly a meeting, if time available.
  + As possible, coordinating other meetings with others in the Libraries to foster overall communication and collaboration.

**Areas, Equipment, and Software**

The schedule is normally based on rotational training, with the Intern scheduled for set times for each of the:

Production areas:

* record ingest/creation
* material preparation
* scanning
* image processing
* quality control
* OCR
* loading
* metadata updating
* archiving

Types of equipment:

* large format scanner
* CopiBook
* high speed scanner
* flatbed scanner
* DLSRs if applicable

Types of software:

* dLOC and DLC Tools
* myDLOC online self-submittals
* commercial software (Photoshop and others as applicable)
* non-commercial tools like bulk renamer and scantailor, as applicable