

# INTERNSHIPS WITH CURATORS AND COLLECTION MANAGERS ON THE UF DIGITAL COLLECTIONS

## GENERAL INFORMATION EXAMPLES AND DRAFT TEXT

The UF Digital Collections supports unpaid internships for projects that support the University of Florida as a whole and the UF Libraries. Working with materials unique to the University of Florida, these internships serve the mission of the University by creating works of digital scholarship and providing contextualized access to materials, ensuring open online access and long-term digital preservation of the primary materials and their collateral supports.

These internships are ideal for students interested in learning about:

- Digital collection development
- Digital exhibit development
- Data structures and organization
- Libraries, archives, and museums
- Digital production (born digital normalization and digitization from analog) for digital preservation

**Number of Hours/Credits:** 10 hours/week for a 3-credit undergraduate internship (in regular fall and summer semesters) or as stipulated by the department or faculty advisor; most of the work is done on site in the Libraries with the Curator or Collection Manager.

**Schedule Requirements:** Flexible, but a weekly schedule will be set (e.g. M-F, 9-11; MTWR, 9-11:30) for the semester.

**Activities:** Interns will be involved in a variety of activities relating to digital collection development and support. They may work on any aspect including but not limited to creating digital collections, creating digital exhibits, creating promotional materials, working to further develop digital collections and increase their use and usefulness, born digital file ingest and normalization, and archival and library processing that relate to the digital collection.

**Prerequisites/Qualifications:** Knowledge about and interest in digital scholarship; a good attitude and professional demeanor; and willingness to work. Internship candidates must have the agreement of applicable academic advisor(s) and/or library subject specialists and must work with materials that promote understanding of their field.

**Details:** For more information, please contact the appropriate Collection Manager, Curator, Exhibits Coordinator, or other Contact.

The UF Digital Collections website lists all projects, see: <http://ufdc.ufl.edu>.

Library Student Internship Program Policy: [http://web.uflib.ufl.edu/pers/develop/Student Internship Program Policy.htm](http://web.uflib.ufl.edu/pers/develop/Student%20Internship%20Program%20Policy.htm) & [http://web.uflib.ufl.edu/pers/develop/Student Internship Attachment.htm](http://web.uflib.ufl.edu/pers/develop/Student%20Internship%20Attachment.htm)

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## DRAFT PARTIAL SAMPLE TEXT FOR LEARNING OBJECTIVES TO INFORM THE PROJECT PLAN

This internship will focus on creating/enhancing a digital collection for *COLLECTION*:

- *Materials to be covered*
- *Project scope*

In developing the collection, the intern will meet learning objectives related to developing, populating, and promoting a digital collection, including:

**Digital collection development:** developing a collection to be able to add resources to the collection requires understanding what the collection should do, how the individual resources should be described and why, and how the resources should work together. The collection should allow people to easily find their exact items of interest and it should also facilitate people browsing and serendipitously finding materials.

- Developing contextual and collateral supports for digital collections: digital collections built in the UF Digital Collections automatically benefit from the superior system structure which is optimized for search engines, library harvesters, and overall interoperability and findability. To make a digital collection truly usable, contextual and collateral supports are needed. These may include but are not limited to:
  - Well written short and longer collection descriptions
  - Collection support pages
  - Online exhibits (web based and PPT)
  - Help pages
  - Wikipedia entries
  - Blog postings about the development of the collection and promoting the collection
  - Teachers' guides and lesson plans
- Organizing a collection requires an understanding of the primary audience groups and their needs. It also requires understanding methods of information organization and structure from libraries and archives with concerns of provenance and authority.

**Promotion of the digital collection:** digital collections in the UF Digital Collections are interoperable and findable, and the contextual and collateral supports make them understandable and usable. However, more is needed to promote the launching of new collections to promote their use on campus, tie into promotion for other events, promote the work being done by the academic unit (center, department, etc.), and promote digital scholarship as a whole. Promotional materials may include but are not limited to:

- Fliers
- Brochures
- PPTs to run on the computers in the Libraries and elsewhere
- Magnets
- News releases sent to the Director of Communications for submission to *The Gainesville Sun*, *Alligator*, and other news venues

**In support of the projects above, some level of data curation, digital curation, and/or digital production may be required:**

*Digitization methods for digital preservation:* digitization methods include digitization of analog source materials and ingest and normalization of born digital materials to the standards required for long-term digital preservation. Software and tools used may include but are not limited to:

- Data and digital curation of digital materials (born and re-born digital) using the various tools and the SobekCM software  
AND/OR  
Digital capture of analog materials using available equipment and SobekCM software
- Image correction and file normalization (may include various software; examples include SobekCM METS Viewer & Editor, SobekCM Digital Collections Tool Suite, Adobe Photoshop, Adobe Acrobat)

# EXAMPLE PROJECT DETAILS FOR A POSSIBLE WOMEN'S STUDIES INTERNSHIP WITH THE UF DIGITAL COLLECTIONS

## **Number of Hours/Credits:**

- 3 credit internship in WST.
- 135 total hours.
- 10-15/week onsite in the UF Digital Collections during Summer B and Fall 2011.
- Schedule requirements are flexible, but a weekly schedule will be set (e.g. M-F, 9-11; MTWR, 9-11:30).

## **Project Details**

This internship will focus on creating a digital collection of zines collected by the intern that focus on feminism and music. The zines are largely from Gainesville but also far beyond. In developing the collection, the intern will meet learning objectives related to developing, populating, and promoting a digital collection, including:

**Digital collection development:** developing a collection to be able to add resources to the collection requires understanding what the collection should do, how the individual resources should be described and why, and how the resources should work together. The collection should allow people to easily find their exact items of interest and it should also facilitate people browsing and serendipitously finding materials.

- Developing contextual and collateral supports for digital collections: digital collections built in the UF Digital Collections automatically benefit from the superior system structure which is optimized for search engines, library harvesters, and overall interoperability and findability. To make a digital collection truly usable, contextual and collateral supports are needed. These may include but are not limited to:
  - Well written short and longer collection descriptions
  - Collection support pages
  - Online exhibits (web based and PPT)
  - Help pages
  - Wikipedia entries
  - Blog postings about the development of the collection and promoting the collection
  - Teachers' guides and lesson plans
- Organizing a collection requires an understanding of the primary audience groups and their needs. It also requires understanding methods of information organization and structure from libraries and archives with concerns of provenance and authority.

**Digitization methods for digital preservation:** digitization methods include digitization of analog source materials and ingest and normalization of born digital materials to the standards required for long-term digital preservation. Software and tools used may include but are not limited to:

- Grants of permissions and permissions-based agreements and procedures for allowing access to and ensuring preservation of digitized materials.
- Digital capture of analog materials using various tools and software (Copibook, flatbed scanners, high speed scanners, slide scanners)
- Image correction and file normalization using Adobe Photoshop, Adobe Acrobat, Bulk Rename Utility, SobekCM METS Viewer & Editor, SobekCM Digital Collections Tool Suite)

**Promotion of the digital collection:** digital collections in the UF Digital Collections are interoperable and findable, and the contextual and collateral supports make them understandable and usable. However, more is needed to promote the launching of new collections to promote their use on campus, tie into promotion for other events, promote the work being done by the academic unit (center, department, etc), and promote digital scholarship as a whole. Promotional materials may include but are not limited to:

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## EXAMPLE DRAFT PROCEDURE FOR INTERNS

- Potential interns are to contact the appropriate Curator, Collection Manager, Exhibits Coordinator, Digital Humanities Librarian, or other appropriate Contact who then meets with the potential intern.
- For interns that are good fits for the department and UFDC, the appropriate Curator or Contact develops the project proposal with the intern, handles and retains copies of all paperwork, and coordinates with their department on scheduling, timelines, and approvals.
- The Curator/Contact does this for academic (course credit) interns and for professional development interns.
- Depending on the type of professional development project, the Curator/Contact may refer the intern to the others after the initial meeting, project proposal development, and internal liaising. However, the Curator/Contact will not refer without these supporting materials and will still, whether referred or not, maintain all paperwork for all interns.
- The Curator/Contact will discuss the full proposal with their department chair before an internship is committed to discuss potential conflicts with scheduling and affected personnel.
- The Curator/Contact maintains all paperwork on interns in accordance with UF rules on record retention and the Curator/Contact is the first contact for letters of recommendation and any post-internship follow-up.