Graduate Internship Proposal: Smathers Graduate Internship in the Architecture Archives
Intern Director: Jessica Aberle, Architecture Librarian
Faculty Partner: Morris (Marty) Hylton III (Director of Historic Preservation Program and Director of PI:N, Preservation Institute: Nantucket)

I. Abstract

The Architecture Archives intern will process the papers of the architect Harry Merritt, develop an online exhibit, and undertake outreach to promote the project and collection. While processing the Harry Merritt Collection, the student will assess the materials to determine which items will be accessioned and will develop a logical arrangement for the archives evident in the finding aid produced. The intern will create an online exhibit to tell the story of Merritt’s work and accomplishments as an architect and professor. The exhibit will not only raise the visibility of the newly processed collection but will also contribute to the conversation around regional modern architecture by exploring the significance of the contributions made by Merritt to the profession as an architect and scholar. Finally, the intern will promote the collection and her work on the Harry Merritt Collection through two speaking engagements.

Semester: Spring 2018

II. Project Overview

During this one-semester internship in the Spring 2018, the Harry Merritt Collection (HMC) Intern will process all materials donated by the late Merritt and his family. The collection consists of originals and copies of architectural drawings, slides, photographs, typed writings, and a filmed interview shortly before his passing. After graduating from the Harvard Graduate School of Design in 1955 and working for architect Gene Leedy, Merritt was recruited by Dean Turpin Bannister to teach architecture at the University of Florida. Merritt went on to teach at UF from 1959 to 1996 and saw the realization of many of his designs in areas such as Gainesville and Cedar Key. In 2015, one of his designs was nominated to the National Register of Historic Places as an excellent example of the Modern Movement.

The student who has expressed interest in this internship has subject expertise in Harry Merritt research. With this subject familiarity, she will be able to make informed decisions in the processing of archival objects and creation of the finding aid. The intern will lend her expertise in historic preservation, museum studies, Gainesville history, and exhibition design to the processing of the archival collection and raising the visibility of the collection through presentations and an online exhibition. The local non-profit group, Gainesville Modern, hosted an opening reception to the annual Gainesville Modern Weekend at a Harry Merritt designed home and featured reproductions of his architectural drawings as part of the event in the Spring of 2017. This event, along with articles published about the house on the National Register, have encouraged community interest in Merritt’s designs. The intern would build upon this local interest in and advocacy for Mid-century design through two public facing events – a presentation and online exhibit. While processing the Harry Merritt Collection, the student will assess the materials to determine which items will be accessioned and will develop a logical arrangement for the archives evident in the finding aid produced. The student will select fifty (50) objects for digitization from...
the Harry Merritt Collection and potentially corresponding archival collections in support of the narrative constructed for the exhibit. From these selected items, the intern will create an online exhibit to tell the story of Merritt’s work and accomplishments as an architect and professor. The exhibit will not only raise the visibility of the newly processed collection but will also contribute to the conversation around regional modern architecture by exploring the significance of the contributions made by Harry Merritt to the profession as an architect and scholar. In developing the online exhibit plan, the intern will create the metadata for digital objects, select objects, develop themes, write the text, and develop online layout. The intern supervisor will ensure that the exhibit is published in accordance to the Exhibit Coordinator’s guidelines and the intern’s design. Finally, the intern will promote the collection and her work on the Harry Merritt Collection through two speaking engagements.

Collection Overview
The Harry Merritt Collection consists of architectural drawings, letters, slides, and an oral history. The estimates as follows:

- 200 papers
- Oral history, 146 minutes, MP4 files
- 200 slides
- 70-80 rolled drawings (or projects)

The current collection in the Architecture Archives is good condition and should not present any significant preservation challenges. The second half of the collection which will be accessioned prior to the start of the internship has some preservation concerns. Jessica Aberle and John Nemmers are working with Fletcher Durant to address those concerns prior to the start of the internship.

Goals/Objectives

- To gain experience in processing an archival collection and to create associated information objects to include the finding aid and the metadata associated with digital objects.
- To gain experience designing and curating an online exhibit as distinct from her experience curating physical exhibits. The intern will thus select objects for digitization and develop a narrative suitable to the online format.
- To raise the visibility of the Harry Merritt Collection by engaging both the academic and local communities by presenting both at AFA Library and at a Gainesville Modern event.
- To increase knowledge and skills relating to processing archival objects and developing digital exhibits, the student will participate in weekly discussions on readings selected by the internship team supervisors. She will also have the opportunity to participate in professional development through Smathers Libraries and attend scheduled library lectures and events.

Activities

The intern will process all materials associated with the Harry Merritt Collection and create a finding aid. She will receive archival processing training by John Nemmers. Once the collection has been processed, the student will design an online exhibit on the architectural career of Harry
Merritt, a regional Modernist. In order to complete the online exhibit, the student will first develop a theme and select up to 50 objects to be digitized. Ten to twelve large format drawings will be scanned by Digital Production Services (DPS), while the intern will scan the selected slides at SASC. She will create the associated metadata for the digital objects according to the standards developed by DPS and create a landing page for the collection in the UFDC. She will work with the Exhibits Coordinator to ensure that best practices are followed for the online exhibit. The Exhibits Coordinator will also train the intern to use Adobe Muse to create the exhibit. Finally, the student will give two presentations on her work with the HMC. The first will be held at AFA Library for the students and faculty in Historic Preservation, Museum Studies, and Architecture. The second will be held in conjunction with Gainesville Modern and ideally coordinated with the launch of the online exhibit.

Deliverables

- Process the Harry Merritt Collection
  - Create a finding aid for the archival material to increase discoverability.
  - Develop arrangement and make decisions about which objects will be accessioned into the collection.
- Online Exhibition
  - Select items to be included in online exhibit.
  - Develop title/theme.
  - Write narrative and interpretive text.
  - Launch the exhibit in conjunction with Gainesville Modern talk, ideally. The exhibit will be made available through the Libraries’ existing collection of online exhibitions.
- Metadata for Digital Objects
  - Create metadata for the objects according to Digital Production Services guidelines.
  - Create a landing page for Harry Merritt in the UFDC for the digital collection.
- Library Talk at AFA
  - The intern will have the opportunity to present her work on the Harry Merritt, considering how her experience contributed to and/or altered her understanding of Harry Merritt and his work.
  - The expected audience will include students in Architecture, Historic Preservation, and Museum Studies.
- Public Presentation in Partnership with Gainesville Modern
  - In conjunction with the local non-profit, Gainesville Modern, the intern will provide a presentation to the members and public on Harry Merritt informed by her internship. The talk will ideally coincide with the launch of the online exhibit.

III. Resources, Impacts, and Benefits

Resources Needed and Committed to Complete the Project
While the Architecture and Fine Arts Library does not have space to house a student intern, the Department of Special and Area Studies Collection (SASC) has agreed to make space available including computer access. This arrangement is ideal, since the intern will process the Harry Merritt archival collection. Additionally, any supplies needed to process and house collection will be supplied by SASC.
Lourdes Santamaría-Wheeler, Exhibits Coordinator, has agreed to be a team member and is also committed to act as resource for the intern with regards to the developing the online exhibit. Laura Perry in Digital Production Services is aware of the project. Her unit is prepared to scan the 10-12 large format drawings needed for the exhibit. Fletcher Durant is also aware of the project and is willing to answer questions regarding preservation issues.

**Impacts on Other Departments**
While the student will be interning with the Architecture and Fine Arts Library, the student will also be working closely with SASC and the Exhibits Coordinator. Both John Nemmers, the Archivist of the Architecture Archives, and Lourdes Santamaría-Wheeler, Exhibits Coordinator, are committed to supporting the intern through the project as internship team members. Digital Production Services and Preservation are both aware of and will support this project. Neither Perry nor Durant is expected to commit a significant amount of time to the project. Perry declined having a member of her team on the project, because the impact would be minimal.

**Benefits/Broader Impacts to the Intern**
Through the processing of the Harry Merritt collection, the intern will not only share her subject expertise but will also strengthen her knowledge of Harry Merritt, the focus of her dissertation research. The intern will have the opportunity to engage with the objects on an intellectual level and make informed decisions regarding the arrangement of the collection. Additionally, the nature of the project will allow the intern to explore Digital Humanities/Digital Scholarship as it pertains to her own research agenda.

The student will gain experience:
- Making decisions about which objects should constitute an archival collection;
- Processing an archival collection;
- Creating information objects to include a finding aid and metadata for the digitized objects;
- Researching and designing an online exhibit with a focus on regional modern architecture;
- Using Adobe Muse and html/css to create an online exhibition;
- Developing a deep understanding of the Harry Merritt archival collection and familiarity with the corresponding regional modernists;
- Presenting one’s research to both the academic community and general audiences;
- Participating in library training and professional development.

**Benefits/Broader Impacts to the Library**
- The Harry Merritt collection will be processed, easing the processing backlog.
- With the finding aid, online collection, and exhibits, the visibility of the Architectural Archives will be increased. Moreover, the strength of the Architecture Archives, the Florida Modernists, will be highlighted.
- The Library will be able to add a new online exhibit with a focus on regional modern architecture to its existing collection.
- The Library will benefit from the expertise of a Historic Preservation and Museum Studies student.
• The Architecture and Fine Arts Library will be able to offer programming using the newly remodeled conference room and special collections.

Benefits/Broader Impacts to the Academic Unit
The Architecture and Fine Arts Library, the Architecture Archives, and Historic Preservation have a long standing working relationship as evidenced from the Governor’s House Library in St. Augustine, the Preservation Institute Nantucket, and the Preservation Institute St. Augustine. In the past, the Library has supported these programs through the development of collections and resources. With this internship, the Library will support the work of a Historic Preservation graduate student who will apply her expertise to make a collection visible and accessible for research by faculty and students in the College of Design, Construction, and Planning.

Benefits/Broader Impacts to the Gainesville Community
By partnering with Gainesville Modern and producing an online exhibit, the student will also include a public humanities component to her internship. She will extend the conversation around Harry Merritt and other regional architects beyond the academic community, which in turn raises the visibility of not only the archival collections at UF but also the legacy of Modern architecture in the north central Florida region.

IV. Student Learning Outcomes
The student will:
• Engage with current archival theory, metadata theory, and exhibition literature, especially with regard to libraries and archives;
• Be trained to process and organize an archival collection and to create an online finding aid;
• Create metadata for a digital collection;
• Create an online exhibit through primary and secondary source research on regional modern architecture, recognizing the challenges and opportunities of the medium.

V. Metrics for Projects Deliverables
• Processed Collection & Finding Aid
  o The arrangement of the collection is logical and follows archival standards and guidelines established SASC.
  o The collection is housed according to best preservation practices and standards.
  o The finding aid follows archival standards and guidelines.
• Metadata
  o The creation of the metadata follows guidelines from Digital Production Services and best practices.
• Exhibit
  o The narrative should be logical and supported by the archival objects.
  o The objects selected should be appropriate for online presentation, whether content or format.
  o The design should reflect the opportunities and address the challenges posed by an online medium. It should also follow best practices and the style guide for online exhibits.
The plan and creation of content should be clear, so that the supervisor will be able to upload the exhibit according to the intern’s design.

- Presentations
  - The student completes two presentations, the first to the academic community and the second to Gainesville Modern.

**VI. Roles of the Internship Director, Team Members, and Faculty Advisor**

- **Jessica Aberle** as the Internship Director will oversee the work of the intern throughout the process. She will act as a sounding board and provide guidance as the student processes the collection and designs an exhibit. She will also guide the student through metadata creation for the digital objects. Finally, she will coordinate the speaking engagement of the intern at the Architecture and Fine Arts Library and with Gainesville Modern. If necessary, Aberle will ensure that the online exhibit will be published post internship.

- **John Nemmers** as the Secondary Intern Supervisor will train the intern to process an archival collection and to create a finding aid. He will also select readings in archival theory to deepen the student’s understanding not only of the theory but also the work of archivists. Finally, as the Archivist for the Architecture Archives, Nemmers will act as a reference source during the exhibit creation.

- **Lourdes Santamaria-Wheeler** as a Team Member will support the intern as she designs an online exhibit on regional modern architecture. She will additionally identify readings on best practices for exhibit design.

- **Morris (Marty) Hylton III** as the Faculty Partner will support the work of the intern. Hylton will serve as a valuable resource for the intern during both processing of the collection and the development of the exhibit theme and narrative due to his subject expertise on Harry Merritt and regional modern architecture. The Intern Director will also work with Hylton to coordinate the presentations at AFA Library and at a Gainesville Modern event. Carr meets regularly with Hylton to discuss her dissertation research and progress. The Intern Director will join their meeting twice during the internship to discuss the project as it relates to the intern’s career goals and to develop a plan for the two presentations with regard to content, scheduling, and promotion.

**VII. Plan of Activities for Spring 2018**

- The intern will attend a CV/resume workshop and an orientation to the Libraries.
- The supervisor will attend a workshop on supervising and mentoring.
- The intern will provide weekly updates to the supervisor(s) so that they may assess progress, offer feedback, and answer questions.
- Readings will be assigned and discussed on a weekly basis to support the work of the intern.
- At the conclusion of the internship, the intern will provide a presentation to the Library reflecting on the professional and academic outcomes of her experience.

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<th>Timeline of Activities</th>
<th>Jan.</th>
<th>Feb.</th>
<th>March</th>
<th>April</th>
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<td>Collection processing training with Nemmers</td>
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Harry Merritt Collection processed
Finding aid completed
Develop theme of online exhibit
Materials selected for digitization
Metadata created for DPS; Aberle will work with student to develop metadata, which will be reviewed by Angie Soto
Slides scanned by intern in SASC
Materials to be scanned by DPS transferred from SASC (10-12 Large format drawings)
Scanning undertaken by DPS
Create landing page in UFDC for Harry Merritt Collection
Intern will write narrative and interpretative text for the exhibit. Student will work with Santamaria-Wheeler to follow best practices and guidelines and will be trained to use Adobe Muse.
Intern Talk at AFA Library
Gainesville Modern Talk

Opportunities for Regular Assessment and Feedback
- The intern will meet weekly with the Intern Supervisor to discuss progress, concerns, and the readings.
- Three formal assessments will be provided: (1) Upon completion of processing the collection with Aberle and Nemmers; the creation of the metadata for the digitized objects with Aberle; and finally, upon completion of the exhibit with Aberle and Santamaria-Wheeler.
VIII. Brief Position Description for the Internship

Note: Clarissa Carr, a Ph.D. student in the College of Design, Construction, and Planning with an emphasis in Historic Preservation, has expressed interest in this position and gaining experience in library and archival work. Her CV is attached.

Smathers Graduate Internship: Harry Merritt Collection Internship
Semester: Spring 2018
Pay Rate: $15/hr
Hours: Monday-Friday, 8am-5pm, up to 10 hours per week (total of 160 hours/semester)

Description
Reporting to the Architecture Librarian at the Architecture and Fine Arts Library, the intern’s primary responsibilities include processing the Harry Merritt Collection, curating an online exhibit, and presenting her work and the archives at two speaking engagements in addition to the internship presentations to library personnel. The Harry Merritt Collection is a significant archival collection that contributes to the study of regional modern architecture within the greater Gainesville area. By processing the collection and undertaking outreach activities, the intern will deepen not only the academic world’s engagement with the work of Harry Merritt but also that of the local Historic Preservation community.

In processing the collection, the student will develop a logical arrangement as original order may no longer have significant value. The student will also make accession decisions following best practices regarding duplication and determining the significance of the individual objects. The student will rehouse the collection according to archival preservation standards. Finally, the student will create a finding aid to raise the visibility and discoverability of the collection.

The second aspect of the internship will focus on outreach activities. The student will develop a plan and content for an online exhibit. The student will select up to 50 objects to be digitized for the exhibit, create the corresponding metadata, and develop a landing page for the content in the UFDC. The student will work with the Exhibits Coordinator and her supervisor to develop a plan and content for an online exhibit. This process will include developing an engaging theme accessible to both a scholarly and general audience, selecting the objects, and writing the narrative. Finally, the student will make two presentations. The intern will have the opportunity to present her work on the Harry Merritt Collection, considering how her experience contributed to and/or altered her understanding of Harry Merritt and his work to her peers in Historic Preservation, Museum Studies, and Architecture. Her second talk will help to raise awareness of Harry Merritt’s work and his archival collection to the local Historic Preservation community, hosted by Gainesville Modern. The intern will present all outcomes and deliverables to the Smathers Libraries personnel and other stakeholders.

Qualifications
The ideal candidate will be a graduate student in good standing from the College of Design, Construction, and Planning with a background either in Historic Preservation or Museum Studies. The student should be able to work independently but also have strong verbal and written communication skills. The student should have coursework or experience in historic preservation or architectural history and/or museum studies.