

2011 Digital Cataloging Internships

The Theodore Roosevelt Center at Dickinson State University is seeking interns to participate in the cataloging and development of the Theodore Roosevelt Digital Library. The goal of the Center is to serve scholars, tourists, teachers, curious citizens, and students of all ages as they explore the life and achievement of the 26th President of the United States. Once the digital library is launched publicly, the Theodore Roosevelt Digital Library will be the primary portal the Center uses to convey that goal to a national audience.

The Center has acquired over 250,000 digitized documents from the Theodore Roosevelt Papers at the Library of Congress. The documents include letters to and from TR, newspaper clippings, speeches and executive orders, photographs, maps, and personal diaries. In order to make the digital files available to the public online, the Center is seeking interns to help with **creation of metadata for the documents** in our online database. Interns will work **a minimum of 240 hours (approximately six weeks)**, viewing documents on a computer screen and typing information into a Web-based form. (Interns may also evaluate other catalogers' work to make sure all standards are being met.)

Interns may be involved in our on-going web site re-design project and may also conduct an evaluation of the usability of the digital library for all audiences. The evaluation should particularly consider how the library measures up with similar digital libraries. Interns may also have the opportunity to research possible acquisitions for the TRC. Interns will also be encouraged to ask questions and to volunteer projects depending on their own interests in digital libraries and cataloging.

Since the work is web based, the internships will be conducted remotely. Interns do not need to relocate to Dickinson, North Dakota, to complete their work. Training will be provided to interns via an on-line classroom environment at the beginning of the internship. Moderate hourly stipend is included. Preference will be given to applicants who can complete the internship by **June 30, 2011**, but applicants who require later participation will be considered.

Required qualifications:

- Graduate students or recent graduates in archival studies, library science or information management
- Knowledge of digital standards, particularly Dublin Core and controlled vocabularies
- Attention to detail
- Commitment to accurate, high-quality work
- Self-motivated worker, as all work will be done remotely

Desired qualifications:

- Experience working in digital collections, particularly creating metadata/catalog records
- Knowledge of Theodore Roosevelt and/or American History in the late 19th and early 20th centuries

To Apply:

- Send letter of application (including proposed timeline and your reasons for interest in this internship) and resume to Krystal Thomas, Coordinator/Archivist for the Theodore Roosevelt Center, krystal.thomas@dickinsonstate.edu