Library of Congress
Knowledge Navigator Internship Program
Summer (June 8-August 14) 2015

Deadline for application: Wednesday, February 18, 2015, midnight

In collaboration with College faculty and senior staff of Swem Library, the Library of Congress in Washington, D.C. is looking for well qualified William & Mary students as interns from June 8 – August 14, 2015. To be considered, students must be U.S. citizens, at least 18 years of age and enrolled at least half-time in school or be planning to return to their undergraduate program in the fall.

Applicants must demonstrate a professional demeanor; an ability to work well with others; and commitment to the full range of activities, both research and public service, to which the Library of Congress is committed. Interns will undertake tasks which may include preparation of documents, the creation of databases, archival and on-line research, handling phone inquiries, and general office assistance. A full list of the internships this summer is included below. Successful applicants for internships at the Library of Congress will have the endorsement of the faculty of William & Mary and prior training by senior staff of Swem Library.

To facilitate orientation and registration of summer internships, all interns must start on June 8, 2014. Internships will end on August 14, and all participants are expected to intern full time (40 hours per week) for the whole 10-weeks.

While these are unpaid internships, students can count on the assistance of our William & Mary’s Washington Office to assist with locating housing and to build community with fellow interns from the College serving throughout the District. Also, with support from the Christopher Wren Association and Dean of University Libraries, Swem Library is able to provide limited scholarship money to those most in need.

Reviewing the list of internships below, choose from one to three internships that you find of interest. If applying to more than one internship, rank your preferences at the beginning of the personal statement. Write a personal statement of no more than two pages detailing your qualifications and interests for these internships. Do not be modest. These internships are competitive so sell yourself. Command of foreign languages, even at an intermediate level, is a plus and should be mentioned in the personal statement.

Along with your personal statement, please include a current academic transcript (Banner printout is sufficient), and a current résumé. Lastly, to request financial assistance, please submit a separate statement, no longer than one page, detailing the need for financial assistance. Submit all application materials as a PDF to Jay Gaidmore, Marian and Alan McLeod Director of Special Collections, Earl Gregg Swem Library at gpgaidmore@wm.edu.

Placement is not guaranteed. The Library of Congress makes the final decision on internships and accepted applicants will be notified by the end of March 2015.

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If you have any additional questions, please contact Jay Gaidmore at gpgaidmore@wm.edu or 221-1775.
Acquisitions and Bibliographic Access

1. **Project Name: Acquisitions and Bibliographic Control**

   **Assignment area:** African, Latin American and Western European (ALAWE) Division/Mexico, Central America & Caribbean Section

   **Location:** Washington, DC

   **Project description:**
   - Creating and updating initial bibliographic control records (IBCRs).
   - Creating and updating holdings and items records, and adding barcodes to records.
   - Assisting in the accessioning of incoming library materials, including opening boxes, recording receipts of all formats; searching, shelving, sorting and stamping, according to method of acquisition.
   - Verifying receipts for which we are invoiced.
   - Searching vendor offers for duplicates in an integrated library system (ILS).
   - In an automated environment, identifying sources of exchange and gift material, and recording and updating non-purchase receipt statistics.
   - Using an iPad, scanning table of contents information (from books), and ensuring that scanned files are automatically uploaded to a designated DropBox.

   **Project deliverables:** Records will be kept of the number of bibliographic records created or updated, table of contents scanned, exchange & gift receipts recorded, and shipments processed.

   **Knowledge/Skill(s) Desired/Required:** The candidate should be comfortable working in an automated environment, and have a basic reading knowledge of Spanish, sufficient to read and interpret bibliographic information.

2. **Project Name: Central Asia and Turkish Serial Binding Project**

   **Assignment area:** Asian and Middle Eastern Division (AMED), Middle East Section

   **Location:** Washington, DC
Project description:

Using the Advanced Bindery Library Exchange (ABLE) program, the following activities need to be done:

- Transferring the serials from AMED
- Putting them in order by issue number and year
- Creating item record for each bound volume in Voyager
- Entering issue number, year and item barcode in ABLE
- Printing the binding slip from ABLE
- Taking serials to Binding Section

Project deliverables: Improving control and access to more than 200 serial titles (5000 serials issues)

Knowledge/Skill(s) Desired/Required: Turkic languages and Cyrillic reading skill is desirable but not required

3. Project Name: Digital Material Acquisitions via Email

Assignment area: US Anglo Division/Electronic Resources Management Section (ERMS)

Location: Washington, DC

Project description: Library acquisitions staff are receiving increasing numbers of items—largely exchange and gift, but also some purchase materials—in various digital formats by email, e.g., e-serials with issues in PDF files distributed via email, annual reports in Word or other digital formats sent out as email attachments, emails received with HTML/XML files and/or web page or file links. Prior to providing access to these digital resources, the digital files and contents must be evaluated not only in terms of the Library’s collection policies, but also in terms of the digital formats suitable for large-scale acquisition and long-term preservation. The intern will be involved in: 1) setting up structured folders on divisional network drives to temporarily house acquired emails; 2) evaluating the digital material according to the Library’s collection policies; 3) identifying and categorizing the digital file formats and evaluating them in terms of the Library’s long-term preservation needs; and 4) depending on the type of file, identifying modes of possible off-site access to the digital material. Working with acquisitions specialists, recommending officers, and digital specialists, the intern will
assist in refining a digital life cycle workflow designed to deal with digital files received via email.

**Project deliverables:** These are the initial steps in archiving and making accessible over 500 digital items received but not yet available to Library patrons. The deliverables will be a digital life cycle workflow designed to deal with digital files received via email, a test system relating to preservation and potential on- and off-site access to these 500 plus items, and recommendations for its implementation at the Library.

**Knowledge/Skill(s) Desired/Required:** Knowledge of digital files/formats, conversant with digital technology as it applies to information science and knowledge management, and ability to communicate about digital materials/technology with library and other professionals, e.g., publishers, vendors. Working knowledge of French, Italian, German, and/or a Slavic language is helpful but not required.

**4. Project Name:** Inventory of the Early Spanish-American Imprint Collection in the Rare Book & Special Collections Division of the Library of Congress

**Assignment area:** US Anglo Division/Rare Materials Section

**Location:** Washington, DC

**Project description:** The Spanish-American Imprint Collection is composed of about 370 rare books published in Latin America, mostly in Spanish, from the 16th to 19th centuries. Some of these books exist only in a few copies anywhere in the world. The books presently are arranged in order of publication date. A card catalog in the Rare Book Reading Room provides brief typed records for many of the books, but this information is not linked as yet to the Library of Congress online catalog or in some cases even to locations of the books on the shelves. Currently only 90 titles are identified in the online catalog as belonging to the Spanish American Imprint Collection, and many of these online records are incomplete. With staff guidance, a student working on this project would work through the collection beginning with the earliest book, search the online catalog to determine if the book has an online catalog record, and determine whether or not an existing online catalog record provides sufficient information about the book. The student would search also in a variety of Library of Congress card catalogs and in printed and online reference sources for information about each book, including the people and places associated with it, to place the works in historical and cultural context.
Project deliverables: The student(s) would incorporate the information found into an online finding aid. The finding aid would provide full citations for each book, information about authors and subjects of the work, references to important bibliographic or other citations, call number or other information necessary to locate each book on the shelf, and possibly even digital photographs of title pages or other helpful images of the books. If only one student works on the project, the finding aid could be continued in the future by another student in this or another program. The finding aid would stand on its own as a guide to the collection and also would provide invaluable information to a rare book cataloger subsequently completing the online catalog records. If time allowed, the student(s) could add preliminary information to the existing online catalog records for books in the collection, beginning with an access point for the collection name. All of this work would be a major step in making the treasures in this collection available to the world.

Knowledge/Skill(s) Desired/Required: advanced ability in reading/working with Spanish-language materials; preferably some education in or experience with 16th-19th-century Spanish or Latin American literature or history; interest in library work and work with rare materials, attention to detail

5. Project Name: A): Digital Material Acquisitions via Email & B): Duplicate Materials Exchange Program (DMEP) Selection and Processing

Assignment area: US Anglo Division/Electronic Resources Management Section (ERMS) & Acquisitions Fiscal and Support Office(AFS)/Materials Handling (MH) Section

Location: Washington, DC

Project description: Joint projects, time divided equally between ERMS and AFS/MH.

A) ERMS Digital Material Acquisitions via Email: Library acquisitions staff are receiving increasing numbers of items—largely exchange and gift, but also some purchase materials—in various digital formats by email, e.g., e-serials with issues in PDF files distributed via email, annual reports in Word or other digital formats sent out as email attachments. The intern will be responsible for collecting, identifying,
evaluating, and categorizing these files to determine long term preservation needs with respect to file formats and potential on and off site access.

B) Duplicate Materials Exchange Program (DMEP) Selection and Processing: The Library’s exchange program is a method by which the Library acquires materials for its collections. The Duplicate Materials Exchange Program (DMEP) supports this effort by offering materials not needed for the Library’s own collections to international exchange partners that have sent their materials to the Library. The aforementioned surplus materials are made available in an online ordering system known as Web DMEP. The intern will be responsible for identifying research quality materials for DMEP, searching and editing their bibliographic records, and adding these records to a database which is made available for online selection by the Library’s international exchange partners.

Project deliverables:

A) ERMS Digital Material Acquisitions via Email: These are the initial steps in archiving and making accessible over 500 digital items received but not yet available to Library patrons. The deliverables will be a workflow designed to deal with file formats and a test system relating to preservation and access of these 500 plus items.

B) Duplicate Materials Exchange Program (DMEP) Selection and Processing: A half-time detail for ten weeks should result in 2,500 + books being added to the online inventory of the Duplicate Materials Exchange Program (DMEP). This provides compensation of a similar amount of materials already received by the Library from its exchange partners.

Knowledge/Skill(s) Desired/Required:

A) ERMS Digital Material Acquisitions via Email: Knowledge of digital files/formats, conversant with digital technology as it applies to information science and knowledge management, and ability to communicate about digital materials/technology with library and other professionals, e.g., publishers, vendors. Working knowledge of French, Italian, German, and/or a Slavic language is helpful but not required.

B) Duplicate Materials Exchange Program (DMEP) Selection and Processing: Knowledge of and the ability to identify scholarly publications, based on publisher information, subject matter, & content of books; ability to search an
integrated library system; familiarity with MARC fields; ability to push a book truck & shelve books.

6. **Project Name:** Researching and Bibliographic Control in the Fields of History and Military Science

**Assignment area:** U.S. Arts, Humanities and Science Division/History and Military Science Section

**Location:** Washington, DC

**Project description:** The intern will perform various bibliographic control activities under the guidance of the staff in the History and Military Science Section of the U.S. Arts, Sciences, and Humanities Division. The intern will create initial bibliographic control (IBC) records for the incoming copyright receipts in the fields of history and military science. He/she will search the Library’s ILS Voyager and other online databases for copies in the backlog collections in the section.

The intern will be trained to perform CIP verification on the books which have been cataloged prior to publication. He/she will work on examining bibliographic data created using MARC21 Format and updating and adding data if appropriate. The intern will also gain hands-on experience in end-stage processing which includes completing holdings and item records and applying label on the physical item.

As other duties assigned, the intern will be guided to conduct research for establishing family names in national authority file in order to assist the section in getting through its genealogy materials. The intern will also conduct research to determine the name of the unit in which the veteran served, the war, campaign or battle to assist in the bibliographic control of publications on veteran’s biographies.

Throughout the intern period, the intern will have an opportunity to learn about Library of Congress Subject Headings (LCSH) Thesaurus and Library of Congress Classification Scheme, and how to review and evaluate the subject headings and classification numbers assigned in the bibliographic records.
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**Project deliverables:** It is estimated that the intern would be able to create 200 bibliographic records over the period of 10 weeks and will help reduce the Library’s backlog.

**Knowledge/Skill(s) Desired/Required:**

Background in history and/or military science is desirable but not required. French and German language working knowledge is desirable but not required.

7. **Project Name:** Enrich the bibliographic records for legal treatises in foreign languages by adding digital tables of contents and/or summaries.

**Assignment area:** US Programs, Law and Literature Division/ Law Section

**Location:** Washington, DC

**Project description:** The intern would evaluate the foreign language treatises received by the Law Section to determine if adding links to digital tables of contents and/or summaries to their bibliographic records would be beneficial to the library’s patrons. If it were determined that it would add value, he/she would scan the tables of contents, save them as pdfs, and then link them to the bibliographic records via the 856 fields. Also, he/she would prepare brief summaries to capture the essence of selected, critical treatises, and then add these summaries to the 520 field of bibliographic records.

**Project deliverables:** The intern would be expected to add a minimum combined total of 75 tables of contents or summaries per week.

**Knowledge/Skill(s) Desired/Required:** Adequate knowledge of at least one foreign language to be able to perform the above duties; ability to quickly analyze a legal treatise and synthesize its contents in the form of a brief summary; a level of proficiency in English to write brief, cogent, and grammatically correct summaries.

8. **Project Name:** Children’s Literature Decisions File Enhancement

**Assignment area:** US Programs, Law and Literature Division /Literature Section

**Location:** Washington, DC
Project description: The Intern(s) will primarily be inputting information from cards that are either typed or handwritten, using a scanner or Notepad. This is not simply a transfer of data. It requires judgment to determine when extraneous information appears on the cards, to decipher handwriting, etc. To break up the work and enhance the educational experience, opportunities will be provide to tour and learn about various library services, depending on the intern’s interest. This might include Rare Books, Geography and Maps, Prints and Photographs, or the juvenile literature areas: Young Readers Center and Children’s Literature Center.

Background: Many years ago, the Annotated Card (AC) Program, now called the Children’s and Young Adults’ Cataloging Program (CYAC) began recording, on catalog cards, decisions about how to apply subject headings to juvenile works when our usage differs from usage for adult works. Some information about description of books was also included, as well as guidelines for writing annotations, and other program-specific information. About ten years ago, a project was begun to automate this file for a number of reasons including preservation, enhanced searching ability, and remote access for teleworkers and our ECIP Cataloging Partner libraries. The project stalled, partly because scanning did not work as well as hoped, but it is a very important project for CYAC.

Project deliverables: At the end of the project, at least half of the Decisions File should have been added to the existing online file. Out of a total of seven drawers, approximately one and a half are currently digitized. The goal for this ten-week project would be to complete at least three drawers, depending on the number of Interns assigned.

Knowledge/Skill(s) Desired/Required: Basic computer skills are a must, as well as the ability to type accurately and pay attention to detail. An interest in children’s and young adult literature would be helpful, as well as an interest in librarianship.

9. Project Name: LC Law Indigenous Classification Portal

Assignment area: Policy and Standards Division/Policy Section

Location: Washington, DC

Project description: The Policy and Standards Division of Library Services and the Digital Resources Division of the Law Library of Congress are developing a freely available, user-friendly, map-based, public interface for
searching collections and bibliographic databases, such as the LC catalog and other repositories, and the Web using the Library of Congress Classification (LCC). The project is currently focused on the North America Region (US, Canada, the Arctic, and Mexico). The work on this project will include one or both of the following:

1. Collecting, recording, and/or organizing data in detailed spreadsheets, including tribal names taken directly from Library Classification schedules; URLs to the tribal websites; URLs to authoritative sources and websites for specific links to legal documents, especially constitutions, by-laws and treaties; and URLs to digitized copies of primary sources in Law Library collections.

2. Verifying tribal names in the Library’s Name authority file as compared to the names of tribes as they appeared on tribal websites or documents.

Project deliverables: A set of Excel spreadsheets created from a template (provided by Law Library) recording tribal names; URLs to the tribal websites; URLs to authoritative sources and websites for specific links to legal documents, especially constitutions, by-laws and treaties; and URLs to digitized copies of primary sources in Law Library collections.

Knowledge/Skill(s) Desired/Required: Proficiency with web searching and Microsoft Excel; ability to determine authoritativeness of online resources and webpages; must be detail oriented and able to follow specific instructions. Knowledge of or interest in Law or Indigenous Groups is helpful.

Collections and Services Directorate

10. Project Name: Africana Collections Inventories: Southern Africa

Assignment area: African and Middle Eastern Division (AMED)/African Section

Location: Washington, DC

Project description: The AMED/African Section of the Collections and Services Directorate and the African, Latin American and Western European/Africa Section of the Acquisitions and Bibliographic Access Directorate completed a massive project in 2014 of sorting, arranging, housing
and entering data on Excel spreadsheets for serials and monographs. The 2015 summer project will involve incorporating thousands of pieces from that project covering Southern Africa and Portuguese-speaking African countries, into the African Section Pamphlet Collection housed in the AMED stacks. The existing Excel spreadsheets for each country can be merged. South Africa material is excluded and handled separately. Updated and revised Excel spreadsheets organized by country can be converted to finding aids to the African Section Pamphlet Collection.

**Project deliverables:** On-line finding aid to the African Section Pamphlet Collection

**Knowledge/Skill(s) Desired/Required:** Computer skills, Experience with programs like Excel

11. **Project Name:** Telephone Directories at LC: Southern Africa

   **Assignment area:** African and Middle Eastern Division (AMED)/African Section

   **Location:** Washington, DC

   **Project description:** The Library of Congress has collected telephone directories from Africa which are largely uncatalogued. This project involves identifying residential and organizational telephone directories from Southern Africa and providing information in a finding aid for retrieval and access. The model to be used is the European Division online Finding Aids: European Address/Telephone Directories at the Library of Congress: Indexes and Digitized Versions.

   **Project deliverables:** On-line finding aid to telephone and address directories from countries in Southern Africa.

   **Knowledge/Skill(s) Desired/Required:** Computer skills

12. **Project Name:** Creating a Finding Aid for Uncatalogued Passover Haggadot

   **Assignment area:** African and Middle Eastern Division (AMED)/Hebraic Section

   **Location:** Washington, DC
Project description: The Passover haggadah (plural: haggadot) is one of the formative texts of classical Judaism, and throughout its long printing history has been re-imagined in countless variations and languages. The Hebraic Section holds approximately 1000 haggadot in the Abraham H. Berman Collection, donated to the Library in 1976. To date, approximately half of these have been catalogued, but given the current financial climate we do not see any hope of cataloguing the remaining 500 or so any time in the near future. Creation of a well-planned Finding Aid would thus make these valuable items more accessible to researchers.

The uncatalogued haggadot are neatly housed and shelved. Most have title-page information in a European language in addition to the Hebrew and/or Yiddish, so the intern would not usually need any special language skills in order to create this Finding Aid. In the relatively few cases where the title-page is only in Hebrew and/or Yiddish, the intern will of course receive all necessary assistance.

Project deliverables: Since we are talking about uncatalogued material, the creation of a Finding Aid will make these valuable items accessible to researchers. The intern will be dealing with approximately 500 titles over the course of the summer.

Knowledge/Skill(s) Desired/Required: (1) ability to work with Microsoft Excel; (2) good organizational skills; (3) and the patience to deal with material that is often old and fragile. No Hebrew or Yiddish is necessary.

13. Project Name: Collections Stabilization and Access

Assignment area: Collection Access, Loan and Management Division (CALM)

Location: Washington, DC

Project description: The purpose of this internship is to improve the physical integrity of books in the General Collections and to foster awareness of care and handling of Library’s collections. Interns will work on special rehousing projects of brittle and fragile collections in order to provide more access and preservation to these collections. No previous experience in preservation of collections is required. The participant will receive quality collections care training and conduct research on topics about preservation of library material.
Project deliverables: Tasks include but are not limited to removal of acidic enclosures, housing inside acid-free envelopes, pamphlet binders or boxes, preparing finding-aids, sorting books by condition. Compiling statistical information about the work carried out. Intern shall provide a final written technical report to the CALM Collections Officer that captures accomplishments during his/her tenure at the Library of Congress at least 5 days before the termination date of this agreement.

Knowledge/Skill(s) Desired/Required: Basic Computer skills, especially Excel and Access database; attention to detail.

14. Project Name: Fire Insurance Map Digitization and Metadata

Assignment area: Geography and Maps Division

Location: Washington, DC

Project description: The intern will assist with the review of scanned fire insurance maps from the Geography & Map Division created by the Historical Information Gatherers. The work will cover:
- Compressing TIFF files to JPEG2000 via the Library’s Kakadu server
- Reviewing JPEG2000 images and creating a report on those images needing to be rescanned
- Entering tracking and descriptive metadata in MS ACCESS databases

Project deliverables: Will complete work on 500 to 1000 files per day. Goal is to clear 25,000 to 50,000 images for viewing by Library patrons.

Knowledge/Skill(s) Desired/Required: Familiarity with MS ACCESS and Linux or Unix helpful, but not required

15. Project Name: Microfilm of the Gabriela Mistral Papers

Assignment area: Hispanic Division

Location: Washington, DC

Project description: Gabriela Mistral was the first Latin American to be awarded the Nobel Prize in literature. The project involves cataloging microfilms of the Gabriela Mistral Papers, received from the National Library
of Chile and delivered by the Chilean Ambassador to the Library of Congress in 2012. The collection consists of 84 microfilm reels.

**Project deliverables:** Cataloging of the Gabriela Mistral collection will allow patrons to select which reels they wish to consult.

**Knowledge/Skill(s) Desired/Required:** Thorough knowledge of Spanish; ability to use the automated systems.

16. **Project Name:** HLAS Conversion Project

**Assignment area:** Hispanic Division/Handbook of Latin American Studies

**Location:** Washington, DC

**Project description:** The Handbook of Latin American Studies has been edited and compiled in the Hispanic Division since 1936. It is the essential guide to resources about Latin America, pointing scholars to books, articles, conference papers, maps, and music on the region. This ongoing project is converting retrospective digital files to MARC format and adding them to the searchable HLAS Voyager database. Much of the conversion work is being done programmatically, however, there are bibliographic details that must corrected or added on a record by record basis. Interns will assist with making corrections based on error reports that will be provided and explained to them. Interns may also be asked to assist with other tasks related to the conversion of records and editorial tasks related to the Handbook of Latin American Studies, such as book mailings, review book requests, and title searches.

**Project deliverables:** By the end of their 10 week internships, interns will have completed pre-processing data corrections and post-conversion error checking making changes to individual records in HLAS Voyager based on Excel error reports. The corrections will ensure that all the records are compliant with Library of Congress MARC standards and will enable more reliable access to records via the HLAS Voyager OPAC. The overall goal of the project is to update and streamline the Library's digital presence.

**Knowledge/Skill(s) Desired/Required:** Basic computer skills; familiarity with Excel; interest in or familiarity with database construction; reading knowledge/familiarity with Spanish and/or Portuguese; familiarity with MARC format preferred, but not required; Latin American Studies preferred, but not required.
17. **Project Name**: Inventory of U.S. Telephone Directory Collection

**Assignment area**: Humanities and Social Sciences/ Local History & Genealogy Reading Room

**Location**: Washington, DC

**Project description**: The Library of Congress holds substantial collections of U.S. Telephone Books. These directories are of use to genealogists as well as to business researchers doing historical research. The intern will inventory the directories, create a spreadsheet to record holdings, and update Web pages (http://www.loc.gov/rr/genealogy/bib_guid/US_telephone/US_telephone.html).

**Project deliverables**: The result of this project will be the completion and the update of the Inventory of United States Telephone Directories State Web pages (http://www.loc.gov/rr/genealogy/bib_guid/US_telephone/US_telephone.html)

**Knowledge/Skill(s) Desired/Required**: Knowledge of HTML is preferred.

18. **Project Name**: Machine Readable Collections – Early Software Inventory

**Assignment area**: Humanities and Social Sciences/ Local History & Genealogy Reading Room

**Location**: Washington, DC

**Project description**: The intern is responsible for searching the Machine Readable Collection old software materials in the Library’s Online Catalog to determine if the Library is supposed to keep these materials. These are items that the Library received before 1998 that have disks but which didn’t receive full cataloging or perhaps should not have been selected. Reference librarians will check what is found then these items may be re-shelved with the MRC collections by call number rather than alphabetically by title as presently is the case.

**Project deliverables**: This inventory will ensure that all items in the Machine Readable Collection are fully represented in the LC-ILS, under item level inventory control, and labeled.

**Knowledge/Skill(s) Desired/Required**: Experience searching library catalogs is preferred.
19. **Project Name:** Inventory and Organization of the HSS Microform Collection/Assistance with Research Orientation publicity

**Assignment area:** Humanities and Social Sciences Division

**Location:** Washington, DC

**Project description:** The intern will inventory and assist in the organization and eventual relocation of the division’s fiche collection, numbering in the millions of items. The intern will search the online catalog to check that fiche numbers match the corresponding call numbers in the OPAC. The fiche will then be organized and prepared to be relocated in permanent cabinets.

In addition, the intern will assist reference librarians in contacting local libraries and other institutions to establishing points of contact to advertise the division’s research orientations, book talks, and other division-sponsored events.

**Project deliverables:** The microfiche collection consists of thousands of collections and individual titles on millions of fiche. The organization and relocation of this collection to more ample space ensures that these collections will be accessible to the researchers who request them. The deliverables will be measured in terms of collections and titles searched, organized, and relocated.

For the research orientations and special events, the deliverable will be a listing of points of contact at institutions and organizations which will receive information regarding division-sponsored activities.

**Knowledge/Skill(s) Desired/Required:** Experience searching library catalogs is preferred.

20. **Project Name:** Processing Music-Related Recorded Sound Collections

**Assignment area:** Motion Picture, Broadcasting and Recorded Sound Division/Recorded Sound Section

**Location:** Culpeper, VA
Project description: The Recorded Sound Section has many unprocessed sound recordings, both published and unpublished. This intern would help sort, organize, and describe sound recordings, and related materials, with the assistance of section staff. Description activities could vary, from creating MAVIS (Merged Audio Visual Information System) database records to creating individual entries on spreadsheets. Work would largely center on materials from collections having a music focus, such as the Max Roach (jazz) and Stinson (1939-1959 folk/traditional music) collections. Depending upon progress and interest, there is the additional possibility of performing similar work with materials from the Universal Music Group collection and/or our vast collection of 78 rpm discs. The intern might also help in identifying items to prioritize for preservation, which would greatly enhance the likelihood of the audio content from those items becoming available to researchers sooner rather than later.

Project deliverables: Depending on the collection and degree of work performed, deliverables could include MAVIS database records, Access database records, Excel spreadsheet entries or inventories, and lists (of prioritized materials to add to the preservation queue). Data entry should follow LC and MBRS practices. Post-processing reports might also be generated.

As most items are unpublished, which means there is a varying amount of data available for each item, there are a variety of formats, and each collection/subsection of a collection has different issues associated with it, it is not possible to cite an anticipated number to be completed up front. Time will also need to be spent learning MAVIS and related data formatting practices, as well as having a session on sound format identification and handling.

Knowledge/Skill(s) Desired/Required: (1) Basic computer skills, (2) demonstrated attention to detail, and (3) a significant degree of musical knowledge (either a music student or someone with a strong interest/background in music, particularly in popular and traditional music) and/or interest in historical audio formats and labels.

21. Project Name: American Popular Music Treasures

Assignment area: Music Division/Music Bibliographic Access Section

Location: Washington, DC
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Project description: Lead sheets copyrighted by major figures in jazz and other genres of popular music will be cataloged, labelled, and properly stored in boxes in the Music Division stacks. This music includes previously unprocessed copyright deposits by John Coltrane, Chick Corea, James P. Johnson, Paul Simon, Paul Williams, etc.

Project deliverables: Complete cataloging of 300 musical scores (each intern, for a total of 600 scores) including analysis of instrumentation and topic(s) of lyrics

Knowledge/Skill(s) Desired/Required: Sophisticated musical score reading ability; familiarity with notation for various musical instruments; good English language comprehension (for analysis of song lyrics)

22. Project Name: American Newspaper Collection processing

Assignment area: Serial and Government Publications Div/Newspaper Section

Location: Washington, DC

Project description: To facilitate access to the Serial Division’s American Newspaper Portfolio Collection (composed of newspaper issues from around the world from the nineteenth and twentieth centuries), the intern will inventory and rehouse newspaper issues in the American newspaper portfolio collection. This includes searching the Library catalog to identify bibliographic records for each title and creating holdings records to reflect portfolio holdings. Rehousing involves placing issues in acid-free folders, organizing them into geographical, title, then date order, and creating guide to contents for each folder. The intern will also select noteworthy issues for a division exhibit and prepare caption information for the items.

Project deliverables: Approx. 300 newspaper issues organized, rehoused in preservation housing, accessioned in the library catalog and thus accessible to researchers.

Knowledge/Skill(s) Desired/Required: Accuracy and attention to detail. Interest in and knowledge of American history a plus.

23. Project Name: Comic Book Collection Processing
Assignment area: Serial And Government Publications Division/Newspaper Section

Location: Washington, DC

Project description: To facilitate access to the Serial Division’s Comic Book Collection (arguably the country’s largest), the intern will accession and process new comic book receipts. This includes searching the Library catalog to identify bibliographic records for each title, creating item records for each issue, housing the issue in acid-free folders, and creating/editing holdings records. The intern will also select noteworthy issues for a division exhibit and research caption information for the items.

Project deliverables: Approx. 1000 new comic books rehoused in preservation housing, fully accessioned in the library catalog and thus accessible to researchers.

Knowledge/Skill(s) Desired/Required: Accuracy and attention to detail. Interest in comic books or popular culture as a collector or scholar is a plus.

Partnerships and Outreach Programs Directorate

24. Project Name: Fellowship Program in the Humanities and Social Sciences

Assignment area: Office of Scholarly Programs/Kluge Center

Location: Washington, DC

Project description: The interns will assist in the implementation of programs related to the doctoral and post-doctoral Fellowship programs at the John W. Kluge Center. They will be assigned to work as research assistants helping one or more Fellows with research conducted in the Library of Congress’ collections. They will also help to implement a variety of scholarly programs carried out at the Kluge Center, including the 15th Anniversary program. The intern(s) will be able to attend the Center’s events.

Project deliverables: The intern will help with outreach to approximately 1,000 former and current Fellows at the Kluge Center. They will be able also
to document the range of research they have assisted our scholars in performing.

**Knowledge/Skill(s) Desired/Required:** It is important that the intern(s) be interested in working with scholars and the collections of the Library. Language skills are particularly welcome.

**Preservation Directorate**

25. **Project Name:** Indexing Preservation Directorate’s Research Resource Center’s (RRC) Articles Collection into Access Database

**Assignment area:** Binding and Collections Care Division

**Location:** Washington, DC

**Project description:** Working with designated representative, intern will learn to identify bibliographical data such as author(s), article title, journal title if applicable, year of publication, etc., and input the data into an Access database, thus creating a unique bibliographical record.

**Project deliverables:**

- Familiarity with basic principles of Microsoft applications such as MS Word (or Excel or Access)
- Good typing/inputting skills
- Ability to enter data accurately into a database
- Ability to pay attention to detail
- Ability to work independently

**Knowledge/Skill(s) Desired/Required:** The RRC contains a file collection of nearly 2,000 papers, articles, documents, and reports – many that are unique or hard to find. A large number of these items were donated by staff so they would be permanently available. They are relevant to the on-going conservation treatment, research, and development conducted within the Preservation Directorate.

This collection was formerly searchable in the bibliographic database, Procite, via many access points, and each item was retrievable via a unique accession number. This database is no longer supported and because the articles are arranged by accession number they can no longer be accessed.
Using a newly created Microsoft Access database for entering bibliographic information and accession numbers for the RRC file articles will enable staff to thoroughly search and locate these valuable resources. Staff will also have the option to continue to adding items to this collection.

As this is a new database our goal is to enter 150 items with the option to have minor program changes or enhancements made along the way. The start-up of this project provides a strong foothold for continuing input into the database. If no problems occur, the goal of 150 items might be exceeded.

26. **Project Name:** Web accessibility for Binding Manual

**Assignment area:** Binding and Collections Care Division

**Location:** Washington, DC

**Project description:** Update Binding Manual to include images for mounting on the Intranet for the Library. Library Binding is done by various sections within the Library so a web based manual with images and clear directions is essential to the correct processing of materials. Currently the manual is in paper copy with some images needing update. The intern will work with Section head to update the information, and images, and create new images where needed, then work with staff to assure metadata for files. Intern will learn the steps for processing in order to accurately update the manual and add appropriate images for clarification of the text. The elements of the manual mounted on the Intranet will need to be organized to correlate with the paper copy manual. Upon approval the reorganized manual will be mounted on the Intranet site and a generic version will be created for the Internet. Both versions will require metadata tags for discovery.

**Project deliverables:** The manual will be the deliverable in both versions, generic and specific to the Library

**Knowledge/Skill(s) Desired/Required:** Ability to write; web design skills using images with text; ability to learn workflows and processes.

27. **Project Name:** Hyperspectral Imaging of Library of Congress Collection Items
Assignment area: Preservation Research & Testing Division (PRTD)

Location: Washington, DC

Project description: Hyperspectral imaging involves acquiring images non-invasively (as with remote sensing by satellites) through regions of the visible and invisible spectrum. This technique has been developed for historic documents. The project would involve the intern working with preservation and curatorial staff to capture and reveal hidden and obscured text on historic documents from founding fathers. Imaging of Kislak Collection flasks will elicit content information about colorants used, and the methods of construction. This will require training in the technique and use of “spectral curves” that can non-invasively identify inks, colorants and substrates. The intern may also contribute through comparing baseline and later images to assess the condition of documents, helping to determine optimal parameters for exhibition and storage of unique historic documents such as the 1513 Ptolemy Geographia.

Project deliverables: During the 10-week period spectral analysis of 15-20 Mayan Kislak collection flasks would be accomplished, as well as recovery of redacted text from 2-3 founding father documents.

Knowledge/Skill(s) Desired/Required: Experience working in a laboratory environment and with scientific methodology, familiarity with Excel, Photoshop preferred. A background in library science, image/image processing would be useful.

28. Project Name: Standardizing Assessment of Paper-Based Library Collections

Assignment area: Preservation Research & Testing Division (PRTD)

Location: Washington, DC

Project description: As part of a collaborative project between the Library of Congress (LC) and Duke University, University of Pennsylvania Libraries, John Hopkins University and The Research Collections and Preservation Consortium (ReCAP - located at Princeton University) the goal is to assess issues regarding withdraw decisions for second copies of general collections. This requires the design of a national study using standardized non-invasive test procedures to assess condition that can be used as a tool to inform US institutions about the current condition of their collections. The intern will be
involved with a pilot study assessing chemical and physical condition of
general collection items with a selection of materials from LC and the other
partner institutions.

**Project deliverables:** During the 10-week period pH and strength testing of
20 collection items from each institution will be undertaken, along with a
condition survey of each item to link with the objective testing.

**Knowledge/Skill(s) Desired/Required:** The intern should have experience
working in a laboratory environment and with scientific methodology,
particularly chemical and physical testing of materials. Chemistry, physics,
materials science students would be preferred. Library science students
willing to learn science methods would be considered.