

Thomas Internship in Archival Processing
University of Oregon Libraries
Special Collections and University Archives
12-20 hrs/wk at \$16/hr.

The University of Oregon Special Collections and University Archives is offering a paid internship to graduate students currently enrolled in a Library and Information Science or Public History program.

The Special Collections and University Archives at the University of Oregon is the largest historical repository in the State of Oregon. The collections include over 200,000 monographs, 21,000 linear feet of personal papers and organizational records, 19,000 linear feet of University Archives, 400,000 photographs, 5,000 architectural drawings, 5,000 original drawings and illustrations, and over 20,000 broadsides, pamphlets, autographs, and pieces of ephemera. Among the most notable holdings are the Ken Kesity papers, Abigail Scott Duniway papers, Senator Wayne Morse papers, Paul Wiener papers, James Ivory papers, Ursula Le Guin papers, Doris Ulmann photographs, works by authors and illustrators of children's literature, and the Major Lee Moorhouse photographs of Native Americans. The rare book collection contains the earliest titles printed in Oregon, modern fine press publications, Asian art books collected by Gertrude Bass Warner, pulp fiction and magazines, miniature books, Victorian-era English literature and historical novels, and a children's literature collection.

The Thomas Intern will serve an instrumental role in increasing the accessibility of Special Collections and University Archives holdings related to the history of journalism and publishing in the Pacific Northwest. Under the supervision of the Lead Processing Archivist, the intern will be assigned a minimum of three collections of increasing size and complexity over the course of the internship period. The project will culminate in the intern independently managing a midsize processing project. They will be responsible for processing archival collections in a variety of formats using professional standards and best practices, including "More Product, Less Process" processing techniques. The Thomas Intern will become familiar with standard workflows related to all operations of Special Collections and University Archives technical services work, particularly processing and circulation.

This individual will learn to utilize ArchivesSpace and Oxygen XML Editor to create online DACS compliant, EAD finding aids. The intern will also become familiar SCUA workflows for ExLibris Alma/Primo, and learn to edit records to prepare processed collections for circulation to patrons.

Technical services duties will include:

- Surveying, inventorying, and researching collections before processing
- Physical rehousing and basic preservation of collection materials
- Physical and intellectual arrangement of collection material
- Metadata remediation and creation in ArchivesSpace, including the creation of accession records, resource records, and descriptive finding aids
- Editing EAD finding aids using Oxygen XML Editor and uploading them to Archives West
- Barcoding collections, and editing records in ExLibris Alma/Primo to prepare materials for circulation
- Other duties as assigned

The Thomas Intern will also be required to provide reference services in the Special Collections and University Archives reading room two hours a week, and may serve additional public services hours on the registration desk as needed.

Hours and Salary Range: This position is part-time, temporary (for the duration of enrollment, plus a quarter past graduation) averaging 12-20 hours per week. Graduate Student Interns may work full-time if not enrolled in course work during an interim summer session or quarter past grad. \$16.00 hourly, with sick time. This position is not benefits eligible.

Qualifications:

- Current enrollment in an ALA accredited graduate program for Library and Information Science or Public History masters or PhD program
- Specific degree emphasis on archives management or strong interest in the archival profession
- Excellent interpersonal and communication skills
- Ability to progress toward goals in an environment with many competing priorities and projects
- Strong computer skills and a willingness to learn new applications and programs
- Strong attention to detail
- Ability to work independently or in groups

How to Apply:

To be eligible, students must be enrolled in a graduate program for the upcoming term of appointment for a minimum of 9 graduate credit hours toward the degree throughout the term.

Please submit by mail or email a cover letter and resume to:

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