
UNIVERSITY of VIRGINIA LIBRARY

PRESERVATION SERVICES

PRESERVATION INTERNSHIP SUMMER 2008

The University of Virginia Library is pleased to offer an eight-week summer preservation internship to provide a graduate student with practical experience in the principles and techniques of preservation in an academic research library environment. This internship has been made possible by the generosity of Elizabeth D Moyer PhD, Stevens M Moyer and Michael C Powanda PhD.

For many years the Moyer family has donated and loaned numerous items belonging to the Jefferson and Randolph families and their descendants to the UVA Special Collections library. The Moyer/Powanda internship will help prepare individuals to preserve and protect library materials and other scholarly works so that these and other items of and about Virginia, as well as the Collections of American History and Literature, will be available for research and teaching in the future.

The preservation intern will learn about and actively participate in the daily activities and special projects of the Preservation Services department, including:

- Workflow of materials through Preservation Services; inventory tracking and control
- Preservation selection, assessment, and treatment decision-making
- General circulating collections book repair
- Re-housing and custom enclosures construction for special collections materials
- Preservation reformatting and preservation of audiovisual collections
- The collaborative role of Preservation Services in the Google Book Search Project Library Partnership and other digitization projects

In addition, the intern will undertake projects based on his or her interests and skills and the needs and priorities of Preservation Services. Representative projects include:

- Theses and Dissertations: investigate electronic archiving of theses and dissertations, retrospective digitization issues, and workflows / standards for maintaining physical collections
- Conservation Lab Design: assist in planning to renovate, redesign and equip existing spaces for expanding preservation operations as well as in the five-year planning for a dedicated conservation facility to be constructed in conjunction with an offsite storage facility
- Environmental Monitoring: propose, carry out, and report on environmental monitoring projects in UVa library facilities
- Condition Survey and Assessment: propose, carry out, and report on condition surveys and assessments of discrete collections in the circulating collections and in the Albert and Shirley Small Special Collections Library
- Outreach and Education: design and teach training sessions for library staff and the general public on aspects of preservation and collections care
- Special Collections Conservation: work with the staff of the Albert and Shirley Small Special Collections Library staff and to perform basic book and paper conservation treatments and

coordinate outsourced treatments

Eligibility:

- Applicants must currently be enrolled as a graduate student in good standing in an ALA-accredited master's program in library and information studies with a focus on preservation administration or the conservation of library and archival materials
- Applicants must be familiar with preservation principles, conservation treatments, and current digitization and digital preservation standards and issues; must be able to work both collaboratively and independently on projects
- Applicants must commit to 8 weeks of full-time onsite service (35 hours/week) or a part-time schedule over a specified time period that is mutually agreeable
- Internship must be completed during the months of May, June, July and August
- At the end of the internship, the intern will submit a final report
- If not a U.S. citizen, applicants must have student or working visas

The summer 2008 internship provides a \$3,500 stipend and up to \$500 for related professional development during the internship terms (e.g., conference or workshop registration and related travel and accommodation expenses).

Students interested in the internship should submit (via email) a letter of application stating their areas of proficiency and interest, a resume, a list of completed classes (unofficial transcript), and contact information for three references to Holly Robertson, Head, Preservation Services (hollyr@virginia.edu) by February 29, 2008.