

Internships with the UF Digital Collections: General Information

The UF Digital Collections supports unpaid internships for projects that support the University of Florida as a whole and the UF Libraries. Working with materials unique to the University of Florida, these internships serve the mission of the University by creating works of digital scholarship and providing contextualized access to materials, ensuring open online access and long-term digital preservation of the primary materials and their collateral supports. Interns enrolled under WST4940 will work in collections related to women and sexuality, including the [Women in Development](#) and [Radical Women in Gainesville](#) collections.

These internships are ideal for students interested in learning about:

- Digital collection & exhibit development
- Web design
- Data structures and organization
- Libraries, archives, and museums
- Digital production (born digital normalization and digitization from analog sources) for digital preservation

Activities: Interns will be involved in a variety of activities relating to digital collection development and support. They may work on any aspect including but not limited to creating digital collections, creating digital exhibits, creating promotional materials, working to further develop digital collections and increase their use and usefulness, digitizing analog materials, born digital file ingest and normalization, and archival and library processing that relate to the digital collection.

Number of Hours/Credits:

- 3 credit internship in WST (WST4940).
- 135 total hours.
- 10-15/week onsite in the UF Digital Collections.
- Schedule requirements are flexible, but a weekly schedule will be set (e.g. M-F, 9-11; MTWR, 9-11:30).

Interns will meet learning objectives related to developing, populating, and promoting a digital collection, including:

Digital collection development: developing a collection to be able to add resources to the collection requires understanding what the collection should do, how the individual resources should be described and why, and how the resources should work together. The collection should allow people to easily find their exact items of interest and it should also facilitate people browsing and serendipitously finding materials.

- Developing contextual and collateral supports for digital collections: digital collections built in the UF Digital Collections automatically benefit from the superior system structure which is optimized for search engines, library harvesters, and overall interoperability and findability. To make a digital collection truly usable, contextual and collateral supports are needed. These may include but are not limited to:
 - Well written short and longer collection descriptions
 - Collection support pages
 - Online exhibits (web based and PPT)

- Help pages
- Wikipedia entries
- Blog postings about the development of the collection and promoting the collection
- Teachers' guides and lesson plans
- Organizing a collection requires an understanding of the primary audience groups and their needs. It also requires understanding methods of information organization and structure from libraries and archives with concerns of provenance and authority.

Digitization methods for digital preservation: digitization methods include digitization of analog source materials and ingest and normalization of born digital materials to the standards required for long-term digital preservation. Software and tools used may include but are not limited to:

- Grants of permissions and permissions-based agreements and procedures for allowing access to and ensuring preservation of digitized materials.
- Digital capture of analog materials using various tools and software (Copibook, flatbed scanners, high speed scanners, slide scanners)
- Image correction and file normalization using Adobe Photoshop, Adobe Acrobat, Bulk Rename Utility, SobekCM METS Viewer & Editor, SobekCM Digital Collections Tool Suite)

Promotion of the digital collection: digital collections in the UF Digital Collections are interoperable and findable, and the contextual and collateral supports make them understandable and usable. However, more is needed to promote the launching of new collections to promote their use on campus, tie into promotion for other events, promote the work being done by the academic unit (center, department, etc), and promote digital scholarship as a whole. Promotional materials may include but are not limited to:

- Fliers
- Brochures
- PPTs to run on the computers in the Libraries and elsewhere
- Magnets
- News releases sent to *The Gainesville Sun*, *Alligator*, and other news venues

Prerequisites/Qualifications: Knowledge about and interest in digital scholarship; a good attitude and professional demeanor; and willingness to work. Internship candidates must have the agreement of applicable academic advisor(s) and/or library subject specialists and must work with materials that promote understanding of their field.

Details: For more information, please contact Laurie Taylor (Laurien@ufl.edu or 352-273-2902). The UF Digital Collections' service unit is located on the second floor of the Smathers Library (the old Library East next to Library West). The UF Digital Collections website lists all projects, see: <http://ufdc.ufl.edu> and <http://ufdc.ufl.edu/stats>.

Library Student Internship Program Policy: [http://web.uflib.ufl.edu/pers/develop/Student Internship Program Policy.htm](http://web.uflib.ufl.edu/pers/develop/Student%20Internship%20Program%20Policy.htm) & [http://web.uflib.ufl.edu/pers/develop/Student Internship Attachment.htm](http://web.uflib.ufl.edu/pers/develop/Student%20Internship%20Attachment.htm)