

Position Description – Digitization Graduate Intern

The intent of the internship in digitization is to introduce the student to all aspects of creating digital collections, including the selection of materials, scanning, image processing, description of materials, and indexing. The intern has a chance to develop skills in using a variety of application software, such as Microsoft Access, Dreamweaver, Photoshop, and CONTENTdm used in the process of creating a digital collection. The intern works along side of a professional librarian at the digitization center. The position begins September 2008 and it runs for 12 months.

Responsibilities

- Learn how to scan photographic negatives, slides, and a variety of print materials using a film scanner or a flatbed scanner
- Learn how to process images using Adobe Photoshop
- Assist in describing original materials using keywords and controlled vocabulary lists
- Assist in creating descriptive metadata
- Assist in creating records in Microsoft Access and CONTENTdm databases

Knowledge, Skills, and Abilities

- Minimum of 12 graduate credit hours in Library and Information Science program. Preferably two of the listed classes completed prior to the internship: Organization of Information, Introduction to Bibliographic Control of Library Materials, Cataloging and Classification, Introduction to Information Science, Digital Libraries, Metadata, Information Systems: Analysis and Design
- Strong computer skills, including familiarity with word processing, databases, and digital imaging desirable
- Familiarity with Adobe Photoshop and Microsoft Access highly desirable
- Familiarity with Internet and Web technologies
- The ability to adapt and learn necessary computer programs as technology changes
- The ability to focus on detail oriented tasks.

Work Environment

The intern must be able to sit at the computer desk for extended periods (1-6 hours) using a keyboard and a mouse and focus on detail oriented tasks, such as image editing or data entry.

Equipment

Personal computer, film scanner, flatbed scanner, overhead scanner, and light table.

Software

Microsoft Word, Microsoft Access, Adobe Photoshop, Dreamweaver, and CONTENTdm.

Terms of Internship and Eligibility Requirement:

Student must be currently enrolled in the UWM SOIS MLIS graduate degree program. The intern is expected to work 20 hours per week for a 12-month period. The hours are flexible, but must be scheduled between 8:30 am to 5:00 pm, Monday – Friday.

To apply:

1. Obtain an application form at the UWM Libraries Personnel Office, Room W149A Golda Meir Library.
2. Return the completed application, resume and transcript, and documentation of acceptance into the UWM SOIS Master's degree program to:

Craig Wesley
Head of Personnel
UWM Libraries Personnel Department
University of Wisconsin-Milwaukee
P.O. Box 604
Milwaukee, WI 53201
414-229-6201
wesleyc@uwm.edu

You may bring your application materials to the UWM Libraries Personnel Office, W149A, Golda Meir Library. For questions about the process, please contact the Personnel Office.