

## **University of Oregon Libraries Digital Library Internship**

The Digital Library Internship is designed to provide the opportunity to participate in a wide variety of digital projects at a high level. The incumbent will assist with the development and implementation of library-created digital collections, as well as institutional repositories, using software packages such as CONTENTdm, DSpace, PhotoShop, OmniPage Pro, Dreamweaver, etc.

### **Objectives:**

- To provide a practical learning opportunity in the expanding realm of digital libraries.
- To provide assistance to project leaders in implementing and improving digital library services

### **Responsibilities:**

- Become familiar with the software systems being used to implement digital collections
- Provide hands-on support for digitization, data input, quality review, and system administration
- Assist project leaders in evaluating the effectiveness of the software packages and in keeping aware of alternatives
- Review metadata structures of the various systems and assist project staff in adapting or developing descriptive and content standards, as needed
- Assist project staff in developing mechanisms to support interoperability between systems
- Assist project leaders in developing supporting documentation for internal and external users of the systems
- Assist project leaders with training of library staff and external users and partners
- Assist project leaders with liaison work with UO faculty and administrators, as well as external partners
- Assist project leaders in identifying and applying for grants to support further digital initiatives
- Assist project leaders in assessing staffing and budgetary needs related to specific projects
- Attend appropriate meetings and participate fully as a member of assigned project teams

### **Minimum skills:**

Digital library interns should have experience in one or more of the following:

- scanning software
- optical character recognition software or processes
- computerized databases
- metadata standards
- classification schemas
- photography

Special consideration will be given to individuals who have knowledge of or have worked with:

- Dublin Core
- CONTENTdm, DSpace, or other digital content management systems
- MARC records within an integrated library system
- Subject thesauri such as LCSH, AAT, TGMI, TGMII, etc.

**Duration:**

Digital Library Interns must make a commitment of at least two months to be considered. Appointments for longer will be considered depending on the Libraries' needs and an individual applicant's qualifications.

**Schedule:**

Schedules will be worked out between the intern and the supervisor, but hours worked must be between 8 a.m. and 5 p.m. Monday through Friday. A minimum of 10 hours a week is expected for a digital library intern.

**Reporting:**

The digital intern reports to the Head of Metadata and Digital Library Services and other project leaders, as assigned by her.