

**University of California, Irvine
Libraries**

**INTERNSHIPS AVAILABLE FOR
LIBRARY AND INFORMATION SCIENCE STUDENTS
2011/2012 Academic Year**

The UC Irvine Libraries offer internships for students enrolled in ALA accredited library and information science graduate programs. We seek interns who are interested in pursuing a career in academic librarianship and who will bring enthusiasm and creativity to their internship project. It is expected that interns will be receiving from three to four credits at their institutions, and the interns' commitments will therefore range from 120 to 180 hours, depending upon the requirements of the intern's academic program. These internships are unpaid.

The following is a list of possible internship projects at the UC Irvine Libraries for the 2011/2012 academic year.

To apply for an internship in the UC Irvine Libraries, please submit your application to Kathryn Kjaer, kkjaer@uci.edu (phone: 949-824-8521). Please indicate which internship listed below is of interest to you.

The application should include:

- a brief résumé
- identification of and reasons for interest in the specific internship(s) desired
- the applicant's qualifications for the internship, including a list of any courses taken that are relevant to the specific internship(s) desired
- description of the applicant's career goals
- number of hours available for the internship

ACQUISITIONS DEPARTMENT: ELECTRONIC RESOURCES

An internship in Electronic Resources offers the motivated student the opportunity to gain experience acquiring and maintaining items for the Libraries' electronic collections. Students will participate in and learn the following:

- Ordering and activating electronic resources
- Maintaining a link resolver
- Using an Electronic Resources Management System (ERMS), including coverage load, usage statistic analysis and license management
- An understanding of the elements of a license agreement, as it pertains to negotiation as well as coding for ERMS data.
- The process of negotiating and executing a license agreement

A full semester or two quarter commitment by the student is preferred. An effort will be made to tailor the internship to meet both the learning outcomes desired by the student and the functional needs of the department.

COLLECTION DEVELOPMENT

Internships in Collection Development offer students the ability to assist and learn from experienced bibliographers in collections development/management projects. Potential projects may include such activities as the following:

- Collections analysis & assessment for specific subject areas
- Assessment of collections for weeding and/or storage
- Creating and updating subject web pages called “libguides”
- Identifying free internet resources in specified subject areas
- Assessment & data collection re electronic resources for specific subject areas
- Working with subject librarians to prepare subject-based instruction sessions for upper-division and graduate students.
- Assisting with digital services projects that help to create or disseminate knowledge
- Assisting with activities and projects related to scholarly communication and the information lifecycle

The projects will be determined by the intern's area of subject expertise and interest, as well as individual bibliographers' pending projects and time availability. Completion of a "collection development" course is not required, but is certainly a plus.

EDUCATION AND OUTREACH

Internships in the Department of Education and Outreach offer students the opportunity to work with experienced instruction librarians and to participate in instruction activities, including syllabi and web development, and teaching. Potential projects may include activities such as the following:

- Development of interactive tutorials on topics such as plagiarism.
- Creating and updating web pages to educate users on information literacy.
- Teaching instruction sessions designed to introduce general or specific library resources and services.
- Development of assessment tools that measure the effectiveness of library instruction.
- Working with Education and Outreach staff to design and teach sessions to students at all levels and on a variety of topics.

The projects will be determined by the intern's area of expertise and interest, as well as the Department's priorities for instruction.

IMAGE SERVICES/VISUAL ARTS INTERNSHIP

Students interested in working with images and/or art librarianship will have the opportunity to work with the UC Irvine Libraries' Image Services Team and the Research Librarian for Visual Arts on projects related to the Libraries' image databases, subject guides, and visual literacy initiatives. Students will gain experience in developing services and resources that teach users how to utilize images in teaching and research. Potential projects may involve:

- Development of learning objects and resources for the Visual Literacy Guide: http://libguides.lib.uci.edu/visual_literacy
- Assist in preparing and presenting workshops on various aspects of visual literacy to librarians and/or students
- Development of assessment tools that help measure the effectiveness of learning objects and presentations.

REFERENCE DEPARTMENT

Internships in the Reference Department will provide students with the opportunity to work with experienced reference librarians to assist in a variety of services and to learn about the provision of quality reference service. The Langson Library contains the collections and services that support research and teaching in the Arts, Humanities, Education, Social Sciences, Social Ecology, and Business & Management. The Science Library contains the collections and services that support research and teaching in the Biological Sciences, Physical Sciences, Computer and Information Sciences, Engineering, and the Health Sciences.

Potential aspects of this internship are:

- Providing reference and information assistance at the Langson Library Reference Desk and/or the Science Library Reference Desks.
- Assisting with the development and maintenance of library web pages, in particular the Quick Reference Subject Guide, called a "libguide."
- Assisting in various assessment projects, using statistical data and assessment strategies.

Interns should have some background or significant interest in public service. Some background in data analysis techniques would be desirable, but not required. Specific projects will be determined by the intern's area of expertise and interest, as well as department projects and needs at the time of the internship. Students who can commit to a two-quarter internship are preferred. The intern will work directly with a librarian on a specific project, in addition to working with others within the department at the reference desk or on other tasks.

SPECIAL COLLECTIONS AND ARCHIVES

An internship in Special Collections and Archives offers students the opportunity to gain experience processing archival collections. Interns will be trained to arrange, preserve, and describe one or more collections according to local and national standards. They will work closely with an archivist and/or an archives assistant. Interns may expect to gain experience

- Developing processing plans,
- Recommending appraisal actions,
- Organizing and housing materials in multiple formats,
- Describing collections using *Describing Archives: A Content Standard* (DACS),
- Implementing some aspects of Greene and Meissner's "More Product, Less Process," and
- Creating EAD-encoded finding aids for the Online Archive of California,

Projects will be selected with the intern's subject expertise and interests in mind. Completion of courses in archival management is a plus.