The University of Nevada, Las Vegas seeks candidates for the following paid temporary grant-funded position:

**Digital Collections Internship**

**Responsibilities:** Work with University Libraries’ Special Collections and Digitization staff on a new grant-funded digital collection. Learn in a hands-on environment about scanning, metadata and project management while contributing to the creation of the *Menus: The Art of Dining* digital collection. This is a prime opportunity for a student interested in learning more about digitization and information organization to gain valuable hands-on experience contributing to a professional project scheduled for public launch no later than summer, 2010. By the end of the internship, the incumbent will have learned new skills and made active contributions by performing the following activities:

- Assist in the selection and preparation of historical collections for digitization
- Perform digital conversion of primary materials in a variety of formats in the UNLV Library’s digitization lab
- Review digital images for quality control, perform color correction using Photoshop, perform OCR correction, optimize files for use on the web
- Manage archival master digital files and back up to storage media
- Research selected materials for creation of metadata
- Assist in the creation of metadata providing descriptive natural language titles, assigning controlled vocabulary terms, and using thesauri to facilitate search and retrieval
- Comply with metadata standards for digitized material; project data dictionaries, and library metadata procedures.
- Load records into CONTENTdm (digital collection software) including batch import processes
- Participate in planning for web presentation (CONTENTdm templates and custom queries), participate in web site planning (collection home page and interactive features)
- Participate in user-centered design process, including design of feedback surveys, and evaluation activities
- Assist with publicity planning and outreach, including grant final report.

**Required qualifications:** Experience with Microsoft productivity applications and data entry applications required. Must be detail-oriented and a self-motivated learner.

**Preferred qualifications:** Preference will be given to applicants enrolled in library/information sciences or history graduate programs who have completed a minimum one semester of coursework; preference will be given to applicants with coursework in digital libraries. Undergraduate work in history, information studies, or related fields preferred. Knowledge of imaging standards, multimedia file formats, Adobe Photoshop helpful.

**Position is funded for the Fall 2009- Spring 2010 academic session. Project funding ends June 30, 2010. A flexible work schedule can be arranged; work will not exceed 20 hours per week and can vary according to the successful applicant’s schedule.**

Please send letter of interest, resume, and contact information for two professional references to Cory Lampert, Digitization Projects Librarian (cory.lampert@unlv.edu).