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 *Historic Landscape of Nevada: Development, Water and the Natural Environment* 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, 2011. By the end of the internship, the incumbent will have learned new skills and made active contributions by performing the following activities:

- Learn about the selection and preparation of historical collections for digitization and gain insight into issues related to use of institutional repositories and digital asset management systems.
- Perform digital conversion of primary materials in a variety of formats in the University Library’s digitization lab using a variety of scanning/digitization equipment
- Review digital images for quality control, perform image color correction and processing using Photoshop, perform OCR correction, optimize files for use on the web
- 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.
- Create, edit, and upload records into CONTENTdm (digital collection software)
- Participate in planning for web presentation (information architecture and interface design process), participate in website planning (features for collection home page and custom queries)
- Assist in design of feedback surveys and evaluation activities
- Partner with library staff on publicity planning and outreach, contribute to design of promotional materials

**Required qualifications:** Experience with Microsoft productivity applications and data entry applications required. Must demonstrate commitment to high-quality, even while working in a self-directed environment. Candidate must be detail-oriented and a self-motivated learner.

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

**Position is funded for the Fall 2010- Spring 2011 academic session. Project funding ends June 30, 2011. 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).