

Foley Center – Potential Internship Opportunities

Special Collections

Archival Arrangement, Preservation, and Description

There are many unprocessed collections in the University Archives and Special Collections that need to be worked on to make them available to researchers. This internship will include introductory-level archival processing and preservation work on unprocessed collections including photograph collections found in the University Archives and Special Collections or amongst the manuscript collections.

- Survey/appraise collection if needed
- Process and preserve collections
- Use standard conservation practices such as —removing hardware, acid free folders, mylar sleeves, etc.—at the same time materials are put into order.
- Write description for finding aid
- Read professional archival literature to learn more about archival arrangement, preservation, and description

Exhibition

Depending on the University Archives and Special Collections' exhibition schedule, the intern will be able to help install an exhibit to be housed in the Rare Book Reading Room.

- Select and pull items from collection;
- Research and write labels;
- Install exhibition installation;
- Make a digital version of the exhibit
- Write press releases for exhibit
- Read professional literature to learn how to install exhibitions

Digital Collections

Wildin Collection

The Wildin Collection contains nearly 18,000 items of sheet music. The goal of the internship would be to understand the steps needed to create a digital object from a physical piece and to learn how to describe the object using metadata. Finally, the intern would write a paper about the interest and usefulness of the collection for music and / or history students.

- Overview of our Digital Collections, including the Wildin Collection
- Preservation process and organization of the physical collection
- Scanning the items
- Steps needed to create the metadata
- Uploading process, including the description of ContentDM software
- Researching the existing collection in order to see how the music/lyrics have evolved with the years and how it relates to the history of the U. S.
- Writing an article about the collection and how it provides research opportunities for students in music and / or history

Gonzaga Mascot Collection

Creation of a new collection highlighting all the Gonzaga mascots over the university's history.

The goal of that project would be to understand the steps needed to create a collection (physical / digital). As a final step, the student would write a paper on how the collection would benefit Gonzaga University.

- Do some research in the vault to find images representing Gonzaga's mascots
- Scanning the images
- Explanation on how a collection is created in ContentDM
- Uploading the images and creating the metadata
- Writing a paper about the collection