

## **University of Kentucky Libraries**

### **Undergraduate Internship in the Special Collections Learning Lab**

The UK Libraries Division of Special Collections seeks applications from undergraduate students for internships in the Special Collections Learning Lab.

The purpose of the Special Collections Learning Lab is to promote student research, scholarship, and creativity, and more fully integrate Special Collections and primary source materials into the teaching and research mission of the University.

Special Collections undergraduate interns will be paired with unprocessed or under-processed archival collections and taught how to arrange and describe rare or unique collections in their area of research interest, while enhancing access through the production of guides, exhibits, or transcriptions. In addition, interns will create a poster, presentation, or exhibit reflecting on the impact the internship had on their research. This final project may be designed to dovetail with a required capstone or other academic requirement.

Interns work between five and 10 hours a week in Special Collections during the weekday hours of 9:00 a.m.-5:00 p.m., and are paid \$8.80 per hour. Weekly duties include keeping a project journal, related readings and assignments, and entering workflow statistics.

There will be a mandatory Description and Cursive Camp training session at the start of the semester for all interns so they better understand archival theory and techniques during the internship.

#### **Frankel & Curtis blueprints (\*STEM)**

Interns will make accessible a collection that highlights Lexington's architectural history by processing the Frankel and Curtis blueprints and papers. Multiple students will work together on a multi-format project after the collection is processed that will utilize GIS technology, city government data, archival photos, and digital humanities tools. This project will also include analysis of a National Register of Historic Places application.

This is an ideal project for students of various backgrounds, including computer science, architecture, engineering, historic preservation, geography, sociology, anthropology, fine arts, English, creative writing, or history.

#### **Instructions**

Please submit a completed application form with cover letter, resume/CV, and one faculty reference by Friday, September 4, 2015, to:

**Stacie Williams**  
**Learning Lab Manager, Special Collections Research Center**  
**University of Kentucky Libraries**  
**Margaret I. King Building**  
**Lexington, KY 40506-0039**  
**stacie.williams@uky.edu**

**University of Kentucky Libraries**  
**Undergraduate Internship in the Special Collections Learning Lab**

**Application Form**

**Name:**

\_\_\_\_\_

**Contact information:**

Local address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Number of credit hours completed as of August 2015:**

\_\_\_\_\_

**Major/minor:**

\_\_\_\_\_

**Academic Affiliations: [circle all that apply—these are not required for eligibility]**

Honors Program

Gaines Fellow

Chellgren Fellow

SPUR or Showcase of Undergraduate Scholars

Other (please describe) : \_\_\_\_\_

None of the above

**Statement of interest:**

*Please write a brief statement of no more than 250 words stating your interest in the SC Learning Lab Undergraduate Internship.*

**Areas of research interest:**

*Please write a brief statement of no more than 250 words describing your research interests. As part of your response, please indicate which of the four internships identified you would prefer to work on and why.*

**Name of faculty reference:**

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(Attach letter of recommendation)

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