



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 project. Learn in a hands-on environment about scanning, metadata and project management while contributing to the creation of the *Southern Nevada: The Boomtown Years 1900-1925* digital collection. This is a prime opportunity for a student interested in the evolving field of library digitization to gain valuable hands-on experience contributing to a professional project scheduled for public launch no later than summer, 2009.

- Assist in the selection, organization, and collection development of historical collections for digital project
- Perform digital conversion of primary materials in a variety of formats in the UNLV Library's cutting-edge 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 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, teaching materials)
- 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 and information sciences graduate programs who have completed a minimum one semester of coursework, but this not required. Undergraduate work in history, information studies, or education preferred. Knowledge of imaging standards, multimedia file formats, Adobe Photoshop helpful.

Position is funded for the Spring 2009 academic session. Project work will total 500 hours and must be completed no later than June, 2009. 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 references to Cory Lampert, Digitization Projects Librarian (cory.lampert@unlv.edu).