Description
Sponsoring department: DSS
Intern supervisor: Jennie Murack
Supervisor contact information: murack@mit.edu, 617-459-5153

Description of placement: Geographic Metadata Intern

Scope of projects, what’s included and what’s excluded:
The intern will be responsible for reviewing all Geographic Information System (GIS) data layers in the MIT Libraries collection. The review will include the following:

- Open the data in GIS software to check for accuracy and any obvious errors in the data (e.g. the data layer will not open properly; data should display roads, but instead shows state boundaries, etc.)
- Review the metadata of each data layer and correct errors (spelling mistakes, missing fields, incorrect attributes, etc.)
- Standardize metadata records by assigning keywords, place names, and theme words to each metadata record in Federal Geographic Data Committee (FGDC) format using authorities such as ISO topic categories, LC subject headings, etc.
- Update and create documentation related to metadata creation

While the majority of the time will spend on metadata creation, depending on the intern’s interest and working hours, there may be opportunities to learn more about GIS and mapping software through shadowing in the GIS lab, attending and/or assisting with GIS workshops, and self-learning with online GIS modules.

Excluded: data analysis in a GIS system, assisting patrons with GIS questions

Description of site, describe the setting and atmosphere intern will be working in:
The intern will work in a shared office or the GIS lab at a table with a computer.

Measurable learning objective(s):
The intern will:
• develop significant knowledge of geographic metadata including FGDC standards and commonly used thesauri such as the Geographic Names Information System (GNIS) and Library of Congress subject headings.
• learn the structure of geographic data files.
• learn how to open and view geographic data files in GIS software.
• update and create documentation on how to create geographic metadata

Qualifications
Skills and abilities desired:
• knowledge of cataloging practices and authorities, such as LC subject headings.
• Interest in and willingness to learn about geographic data files, metadata and FGDC standards
• Experience using a Windows computer
• Ability to learn new software programs
• A knowledge of GIS software and geographic data is helpful, but not required.

Hours
Days and times intern is needed:
Flexible schedule between the hours of 8:30am and 5pm, Monday-Friday. Minimum of 10 hours per week.

Information Needed for Internal Consideration
Orientation and training needed: training on GIS software and other metadata tools, introduction to geographic metadata standards (to be performed by GIS services)

Necessary tools to perform work (It is assumed that interns will need access to a computer):

Access to systems/accounts required:
Workspace and other logistical support (It is assumed that interns will need a desk to work at):

Other resources necessary:
Date: 10/30/2015
Proposals: Proposals will be generated by prospective sponsors at the department level, and funneled up through the directorates to ensure that all required elements are included. The Director, Community Support and Staff Development will coordinate the proposals submission and review process with the SLIS program.

Intern Sponsors
- Develop internship proposals outlining qualifications
- Meet with student matched by Simmons to internship, and confirm appropriateness of placement
- Negotiate schedule with intern.
- Complete intern orientation checklist.
- Set goals and prioritize work assignments.
- Perform routine supervisory functions.
- Communicate with the intern’s faculty advisor as appropriate.
- Monitor student’s time, as sponsors will be required to sign a document confirming all hours worked.
- Submit an evaluation of the student’s performance upon the conclusion of the internship.

Guiding Principles
- Interns are not intended to substitute for library staff.
- Goals for prospective interns should be in alignment with the MIT Libraries strategic efforts.
- When feasible our recruitment process should “cast a wide net” for inclusivity.
- The hosting department has the final say in the selection of the intern. (Simmons matches students with internships; hosting department has an opportunity to confirm the appropriateness of the assignment and adjust if necessary)

Simmons College Capstone Internship Matching Procedure in Brief
- Internship proposals get posted (mid-July through mid-August for fall; mid-November through mid-December for spring)
- Internships site goes live and is visible to Simmons students (mid-August for fall; mid-December for spring)
- Simmons students are matched with internships, and sponsor is notified (mid-August through late August for fall; mid-December through late December for spring)
- Internships run early September through mid-December (fall) and mid-January through mid-May (spring)

Revised Oct. 5, 2015,