**Description**  
**Sponsoring department:** Curation & Preservation Services (CPS)  
**Intern supervisor:** Ann Marie Willer, Preservation Librarian  
**Supervisor contact information:** willer@mit.edu; 617-253-5692  
**Description of placement:** Internship in Preservation Outreach & Education  

**Scope of projects, what’s included and what’s excluded:**  
1. Primary activity: Coordination of CPS’s annual participation in [Preservation Week](http://libraries.mit.edu/preserve/preservation-week/), April 24-30, 2016. The MIT Libraries’ events will likely extend beyond the one week into the whole of April. Information about our past celebrations of Preservation Week is on our website, and we have extensive how-to documentation on file in the department.  
2. Primary activity: Create a social media series (e.g. a series of posts on the Libraries’ blog, Facebook, and/or Twitter) highlighting the Libraries’ reformatting workflow. The intern will work with staff to shape the “story,” then create content, follow the style guidelines provided by the Libraries’ Marketing Team, and coordinate posting of content.  
4. Additional activities: Organize and update examples of damaged items used for preservation education; assist conservation staff with creating outreach giveaways  
5. Excluded: benchwork, repair of library materials  

**Description of site, describe the setting and atmosphere intern will be working in:**  
The intern will work at a computer in a group of four tables in the middle of the Wunsch Conservation Lab. The Lab is sometimes very quiet and sometimes very active. Five other staff members work in Wunsch, as well as two or more temporary employees. Other CPS members (who work in the Scanning Lab) and colleagues from other library departments often come into the Lab for meetings or assistance. No food is allowed in
the Lab (only water in a covered container), and closed-toed shoes are required. A break room is used for food storage, snacks, and lunch.

**Measurable learning objective(s):**
- Successful completion of activities listed above
- Development of skills in the areas of project management, program development, event planning, marketing, and social media
- Development of written and verbal communication skills – with the public, with peers, and with supervisors
- Exposure to preservation topics and lab operations

**Qualifications**

**Skills and abilities desired:**
- Ability to track and meet deadlines
- Project management skills; ability to prioritize multiple tasks
- Strong written and verbal communication skills
- Creative, energetic, and collaborative approach to work
- Inclusive and welcoming
- Coursework or work experience in preservation would be helpful but is not required
- It is not necessary to lift boxes or push book trucks in this internship

**Hours**

**Days and times intern is needed:**
(Note: Students who select the internship option as their Simmons SLIS Capstone experience are required to complete a minimum of 130 hour of work at the institution with which they are placed.)

Tuesday, January 16, 2016 – Friday, May 6, 2016 (15 weeks)
The intern will work 3 hours (morning or afternoon) each Tuesday, Wednesday, and Thursday, although some flexibility is possible. A consistent schedule is required because the intern will be sharing a computer.

**Information Needed for Internal Consideration**

**Orientation and training needed:**
- Lab orientation to ensure compliance with MIT EHS policies will be provided by CPS staff.
- Training in LibCal
- Possibly Libraries’ blog training
Necessary tools to perform work (*It is assumed that interns will need access to a computer*): nothing additional

Access to systems/accounts required:
- R:\Preservation
- mit.edu email address with access to Outlook
- Libraries’ event calendar / LibCal
- possibly Libraries Blog
- possibly Screenflow

Workspace and other logistical support (*It is assumed that interns will need a desk to work at*): nothing additional

Other resources necessary: nothing additional

Date: 11/24/15

Help & Context

**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,