

**University of California, Irvine
Libraries**

**INTERNSHIPS AVAILABLE FOR
LIBRARY AND INFORMATION SCIENCE STUDENTS
2008/2009 Academic Year**

The University of California, Irvine is a dynamic research and teaching institution that is expected to grow to 32,000 students by 2014 accompanied by a proportional growth in faculty. The UCI Libraries are exploring innovative, creative ways to meet the information needs of our growing campus community. We seek interns who are interested in pursuing a career in academic librarianship and who will bring enthusiasm and creativity to their internship project.

The UCI Libraries offer paid internships each academic year for students enrolled in ALA-accredited library and information science programs. It is expected that interns will be receiving from three to four credits at their institutions, and the interns' commitments will therefore range from 120 to 180 hours, depending upon the requirements of their academic program. The internships pay approximately \$1500 per quarter or \$1700 per semester. Some internships may continue into a second quarter or semester. Additional unpaid internships are also available.

The following is a list of possible internship projects at the UC Irvine Libraries for the 2008/2009 academic year (including Summer 2008). To apply for an internship in the UC Irvine Libraries, please submit your application to Kathryn Kjaer, kkjaer@uci.edu (phone: 949-824-8521). Please indicate which internship listed below is of interest to you.

The application should include:

- a brief résumé
- identification of and reasons for interest in the specific internship(s) desired
- the applicant's qualifications for the internship, including a list of any courses taken that are relevant to the specific internship(s) desired
- description of the applicant's career goals
- number of hours available for the internship

CATALOGING

Internships in the Cataloging Department offer students the ability to assist and learn from experienced cataloging librarians and to participate in a variety of intellectual access enhancing projects. The projects for 2008-09 will include working with the East Asian language catalogers to process backlogs of Chinese or Japanese books using CJK cataloging software. Completion of a cataloging course is not required. Appropriate training will be given.

Contact:
Vicki Grahame
Head, Cataloging Department
E-mail: vgrahame@lib.uci.edu
Telephone: (949) 824-7643

COLLECTION DEVELOPMENT

Internships in Collection Development offer students the ability to assist and learn from experienced bibliographers in collections analysis/development projects. Potential projects may include such activities as the following:

- Collections analysis & assessment for specific subject areas
- Assessment of collections for weeding and/or storage
- Creating and updating subject web pages
- Identifying free internet resources in specified subject areas
- Assessment & data collection re electronic resources for specific subject areas
- Working with subject librarians to prepare subject-based instruction sessions for upper-division and graduate students.

The projects will be determined by the intern's area of subject expertise and interest, as well as individual bibliographers' pending projects and time availability. Completion of a "collection development" course is not required, but is certainly a plus.

Contact:
Jim Galbraith
Head, Collection Development
E-mail: jgalbrai@uci.edu
Telephone: (949) 824-1249

EDUCATION AND OUTREACH

Internships in the Department of Education and Outreach offer students the opportunity to work with experienced instruction librarians and to participate in instruction activities, including syllabi and web development, and teaching. Potential projects may include activities such as the following:

- Development of interactive tutorials on topics such as plagiarism.
- Creating and updating web pages to educate users on information literacy.
- Teaching instruction sessions designed to introduce general or specific library resources and services.
- Development of assessment tools that measure the effectiveness of library instruction.
- Working to design and provide workshops for middle and high school students and teachers as part of the Libraries' SPIRIT (School Partnerships in Research and Information Technology) Program.
- Working with Education and Outreach staff to design and teach sessions to students at all levels and on a variety of topics.

The projects will be determined by the intern's area of expertise and interest, as well as the Department's priorities for instruction.

Contact:
Cathy Palmer
Head, Education and Outreach
E-mail: cpalmer@uci.edu
Telephone: (949) 824-4972

GRUNIGEN MEDICAL LIBRARY

Internships at the Grunigen Medical Library offer students the ability to assist on reference/collections/web projects and learn from experienced reference and collections librarians. Internships include the following activities:

- Providing reference and information assistance at the Grunigen Medical Library Reference Desk.
- Assisting with the development and maintenance of subject and course web pages.
- Assessment & data collection re electronic resources for health sciences.
- Working with medical education librarians to prepare informatics and evidence-based medicine (EBM) sessions for medical students.
- Assisting with the management of medical serials and electronic collections.

Students who can commit two quarters to this internship are preferred. This is a great opportunity for interns to apply their practical skills in information access, structure, and management in an academic medical library.

The Grunigen Medical Library is located at the UC Irvine Medical Center in Orange.

Contact:
Susan Lessick
Head, Grunigen Medical Library
E-mail: slessick@uci.edu
Telephone: (714) 456-6488

LANGSON LIBRARY REFERENCE DEPARTMENT

Internships in the Langson Library Reference Department will provide students with the opportunity to work with experienced reference librarians to assist in a variety of services and to learn about the provision of quality reference service. The Langson Library contains the collections and services that support research and teaching in the Arts, Humanities, Education, Social Sciences, Social Ecology, and Business & Management.

Potential aspects of this internship are:

- Providing reference and information assistance at the Langson Library Reference Desk.
- Assisting with the development and maintenance of library web pages, in particular the Quick Reference Subject Guide.
- Assisting in various assessment projects, using statistical data and assessment strategies.

Interns should have some background or significant interest in public service. Some background in data analysis techniques would be desirable, but not required. Specific projects will be determined by the intern's area of expertise and interest, as well as department projects and needs at the time of the internship. Students who can commit to a two-quarter internship are preferred. The intern will work directly with a librarian on a specific project, in addition to working with others within the department at the reference desk or on other tasks.

Contact: Cynthia Johnson
Head of Reference
Email: cynthiaj@uci.edu
Phone: (949) 824-0081

SPECIAL COLLECTIONS AND ARCHIVES

An internship in Special Collections and Archives offers students the opportunity to gain experience processing archival collections. Interns will be trained to arrange, preserve, and describe one or more collections according to local and national standards. They will work closely with an archivist and two archives assistants. A commitment of two semesters is necessary for this position. Interns may expect to gain experience

- Developing processing plans,
- Recommending appraisal actions,
- Organizing and housing materials in multiple formats,
- Describing collections using *Describing Archives: A Content Standard* (DACS),
- Implementing some aspects of Greene and Meissner's "More Product, Less Process," and
- Creating EAD-encoded finding aids for the Online Archive of California,

Projects will be selected with the intern's subject expertise and interests in mind. Completion of courses in archival management is a plus.

Contact: Michelle Light

Archivist

E-mail: michelle.light@uci.edu

Telephone: (949) 824-7193

SPECIAL PROJECTS INTERNSHIP IN APPLIED SCIENCES & ENGINEERING

An internship is available for a motivated student who is interested in shadowing a librarian who has responsibilities for serving the Applied Sciences, Engineering & Technology units at the University of California, Irvine Libraries. This focus on interdisciplinary resources and activities in a major research setting will allow the intern to participate in some or all of the following activities:

- Special Projects in Collection Development – including some exposure to de-selection and weeding
- Check holdings for new titles and resources
- Learn about approval plans and subject profiling
- Contribute to maintenance of list of online reference tools in the sciences
- Contribute to maintenance of subject guides and other public documents
- General instruction opportunities and handout/website course support
- Review and edit sections of the collection development policy
- Conduct some literature reviews using a variety of resources
- Draft and prepare scholarly bibliographies for variety of invited speaker events - serious literature searching, acquiring experience in using bibliographic software packages such as RefWorks and/or EndNote.

- Develop awareness of how a commercial journal is published - supervisor is a co-editor of a major journal that is issued 10x/year so there are many projects associated with getting an issue to press. There are opportunities to get published and do some review work for this journal, as well as ample other ways to learn about trends in scholarly communications. Also, exposure to an open access journal under development.
- Become proficient in spreadsheet and database management tools (Excel & Access)
- Learn about book reviewing in the sciences

These and other opportunities can be crafted into a very meaningful and customized internship for the right student who shares an interest in some of these activities.

Contact:
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Applied Sciences & Engineering Librarian
E-mail: jgelfand@uci.edu
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