



LIBRARY OF CONGRESS

Internship Title Metadata Enrichment for Digital Collections

Goal Summary To enrich specific sets of metadata available for search and discovery of digital content on the website of the Library of Congress. This will include review of designated digital collections and existing metadata, and the creation or modification of metadata values using existing or new manual and automated tools. The results will improve the usability of the Library of Congress for current and future users.

Specific Goals / Objectives The project may support one or more of the following goals:

- To create or modify metadata values for a designated set of digital content, using a controlled vocabulary as the source for the metadata values.
- To create or modify metadata values for a designated set of digital content, using the content of the digital items as the source for the metadata.
- To gain experience in the use of automated tools (provided or recommended by the Library) for reviewing and modifying metadata values.
- To develop recommendations for the use of automated tools for review and modification of metadata values.

Timeframe & Deliverables Overall – 3 months

Month 1-3: Creation and modification of designated metadata field values for designated sets of digital content.
Month 3: Recommendations for improvements in the use of automated tools for review and modification of metadata.

Resources Required 1-2 staff mentors per digital collection.
1 LC workstation with 2 monitors per intern.
Access to automated tools being used for metadata creation and review (e.g., MS Access, MS Excel, Google Refine).
As required, contact with LC subject matter experts and/or access to digital or analog collection materials.

Required Knowledge and Skills for Interns General familiarity with cultural heritage materials and the metadata used to describe them.
Desirable: Experience working with structured descriptive metadata similar to data used to describe digital collections on www.loc.gov (e.g., www.loc.gov/maps).



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*Preferred
Knowledge or
Experience*

Familiarity with use of automated desktop software (e.g., MS Access, MS Excel) to enter and review data.

*About the Office of
Strategic
Initiatives*

The OSI mission is to support the Library of Congress' vision and strategy by directing the overall digital strategic planning for the Library and the national program for long-term preservation of digital cultural assets, leading a collaborative institution-wide effort to develop consolidated digital future plans, and integrating the delivery of information technology services.

If Interested

Interns are selected year-round on a rolling basis if space is available. As positions become available, position descriptions will be posted below. If a position description is still up, it means the position is still open.

To be considered, you must submit ALL of the following materials to internosi@loc.gov:

- Resume (2 page maximum): Resume should include all relevant academic and professional experience
- Cover letter: Cover letter must detail which internship position the applicant is seeking, as well as specify applicant's dates of availability
- Official or Unofficial academic transcript – must show all post-secondary work
- Two references: References must include one professional contact and one academic contact

To be submitted by another party:

- One professional or academic letter of recommendation: Letter of recommendation must be sent directly from the recommender to internOSI@loc.gov with the applicant's full name in the subject heading