LIBRARY OF CONGRESS

Internship Title	Web Archiving Analysis and Data Cleanup

Goal Summary

The Library's web archives require ongoing maintenance and review based on existing and evolving policies and approaches related to digital life cycle elements such as selection, description, and access. This project will include review of designated websites and web archives and existing metadata, and the creation or modification of data using existing tools, and support tasks related to an activity to transition the Library's web archives to a new presentation format, to enable better access for current and future researchers.

Specific Goals / Objectives

- The intern will develop an understanding of digital preservation and access issues while working to support LC's web archiving program and gain some specific task experience using a variety of work flow and curatorial tools.

- The intern will contribute to the program by

    o reviewing sites being harvested in specific web archive collections, assign relevant categories, analyze coverage and do gap analysis.

    o creating or modifying metadata values for a designated set of web archive content based on access policies.

    o reviewing item records for missing thumbnails and data inconsistencies and errors, comparing results of archives in new presentation format with results from production environment.

Timeframe & Deliverables

Timeframe and schedule are flexible and ad hoc.

Resources Required

1-2 staff mentors.

1 LC workstation per intern.

Access to web archive web-based tools (DigiBoard) and production/test environments for loc.gov website and the Library's web archives.

As required, contact with LC subject matter experts and access to digital collection materials.

Required Knowledge and Skills for Interns

- Strong organization and communication skills
- Attention to detail
- Ability to work both independently and cooperatively in a team environment to achieve goals
- Ability to shift priorities in response to the demands of a new situation
- Research skills: Some projects and tasks will require research, mainly online.
- Comfort and familiarity with use of websites and web browser functionality.

Preferred Knowledge or Experience	• Experience with automated desktop software (e.g. Excel, Access, Word) to create and modify documents. • Experience with image screen capture software
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