



IMLS Practicum/Internship Scholarship

2011-2012 Application Form

Program eligibility

All applicants must:

- Be currently enrolled in the master's degree program at Pratt-SILS and must have successfully completed **at least 1 semester** of study.
- Not have taken and completed LIS 698: Seminar & Practicum.
- Be scheduled for graduation no earlier than May 2012.

Program terms

Successful applicants must be able to commit to a 1-year internship program (Fall 2011-Spring 2012) at one of the participating institutions. Participants are expected to complete a minimum of 120-hours of supervised work each semester as well as register for and complete LIS 698: Seminar & Practicum. This course can be taken in Fall 2011 or Spring 2012.

Program participants will receive funds totaling \$8,925.00 -

Tuition for LIS 698: Seminar & Practicum = \$3,225.00

Fall 2011 internship stipend = \$2,250.00

Spring 2012 internship stipend = \$2,250.00

Conference attendance/workshop/professional develop funds = \$1,200.00

Tuition for LIS 698: Seminar & Practicum will be posted directly to the participant's student account. Internship stipends will be disbursed at the end of each semester. Participants will be reimbursed for conference/workshop/professional development expenses upon submission of receipts.

Application instructions:

***Deadline: 4pm EST on Friday, July 29, 2011.**

Please review program eligibility requirements and program terms prior to completing to submitting your application (see page 3).

Email your completed application, including all supplementary documents, as one .pdf file to Quinn Lai at qlai@pratt.edu.

Applications that meet program eligibility requirements will be forwarded to the selection committee. Final candidates will be contacted and interviewed by the individual institutions.

Name:**ID#:****Email:****Telephone:****I would like to apply for a practicum at the following institution:*****Number from 1-7 in order of preference; 1 being most preferred. Internship project descriptions for each institution can be found on page 2.***

- ___ Brooklyn Museum
- ___ Brooklyn Historical Society
- ___ Brooklyn Public Library
- ___ New York Art Resources Consortium (NYARC)
- ___ Metropolitan Museum of Art
- ___ Museum of Modern Art
- ___ The Frick Collection

Check list. I have included the following supplementary documents:

Resume (include contact information for three professional and/or academic references).

Personal statement – Please provide information about why you wish to apply for this scholarship. Take as much space as you wish to present yourself, your experiences, and career goals.

Internship projects

Brooklyn Museum

Archives: Inventory and re-housing

Libraries: Collection development; outreach; assisting with preservation projects

Brooklyn Historical Society

Collections Intern: Under the supervision of collections staff, the intern will be responsible for archival processing focusing on specific activities done in support of larger projects: organizing and arranging archival material; describing collections through the use of scope notes, controlled vocabulary authority terms, and other such tools; applying basic preservation techniques, such as foldering, enclosing, preservation copying, scanning/digitizing, etc.; maintaining holdings information in internal collection management systems; and exporting collection descriptions to external platforms, such as a Wordpress catalog, a consortium website for finding aids, and a MARC-based bibliographic OPAC. The collections include material from the 18th to 20th centuries, with text and image content. This internship will offer an opportunity to work with various types of archival material in many stages of description and access in a research library setting. Candidates must have taken at least one course in archival concepts, or

be enrolled in an archival course during their first semester of the internship to be eligible for the position. The position also requires that the intern be able to lift and carry boxes of up to 40 pounds and do so on rolling ladders.

Reference Intern: Under the supervision of library staff, the intern will track reference queries; answer ready reference and research questions via email, phone and post across all collections; and work the reference desk during open library hours. This internship offers a wonderful opportunity to gain experience with answering reference questions and working the reference desk in a research library setting with library, archives, manuscript, photographic collections. Candidates must be enrolled in a graduate level history or ALA-accredited library program. Additionally, candidates must be able to lift and carry library materials and equipment weighing up to 30 lbs; stoop, reach, walk up and down stairs, and stand and sit for prolonged periods of time; and work in conditions where dust and mold are sometimes encountered.

Brooklyn Public Library

Reference and information work at the Central Library, performed in person as well as remotely (email, chat, and video). The reference work spans services to all age groups. Interns will also assist with a collection maintenance project which includes re-barcoding to make way for self-check machines.

New York Art Resources Consortium

Arcade enhancement and other assistant librarian duties related to NYARC, coordinate IMLS interns work and schedule meetings and outreach for NYARC, and serials de-duping project.

Museum of Modern Art Library and Archives

Archives: Re-housing and light processing, reference support, paging and user data.
Library: Collection development and processing.

Metropolitan Museum of Art

Interns will work at the Watson Library.

Frick Art Reference Library

Inventory and bar-coding project, creating holdings records for serials and multi-volumes in Arcade, collection development and assessment, assisting with digital archiving and digitization projects.