**Robert Frederick Smith**
**Summer 2023 Internships**

**Offsite at Atlanta University Center**
**Robert W. Woodruff Library**

**INCREASING ACCESS TO THE VOTER EDUCATION PROJECT ORGANIZATIONAL RECORDS THROUGH DIGITIZATION (1 POSITION)**
**Atlanta University Center Robert W. Woodruff Library – Atlanta, Georgia**

The Atlanta University Center Robert W. Woodruff Library provides information management, instruction, and access to a variety of global information resources acquired and organized in support of teaching and learning, scholarship, and cultural preservation of the Atlanta University Center (AUC). The Library partners with member academic institutions of the AUC: Clark Atlanta University, the Interdenominational Theological Center, Morehouse College, and Spelman College.

**Position Description:**
Work with the Digital Services Department and Archives Research Center to prepare materials to be digitized from the Voter Education Project (VEP) Organizational Records collection, housed within the Atlanta University Center Robert W. Woodruff Library's Archives Research Center. The VEP Organizational Records document activities between 1962 and 1992. Founded in 1962 under the Southern Regional Council (SRC), VEP became an independent organization in 1971 under the leadership of John Lewis as its first executive director. VEP was enacted to help "seek out the causes and remedies for low political participation by Southern Blacks," and to distribute funds to various non-partisan Civil Rights organizations in an effort to support voter education drives and activities.

Specifically, the intern will select materials from 15 linear feet of VEP publications and printed ephemera (flyers, newsletters, etc.) promoting voter education work throughout the South. Once selected, the intern will be trained on digitization, description, and preparation of documents to increase public accessibility and research through the Library's digital repository - RADAR (http://radar.auctr.edu). Digitization of the VEP Organizational Records will help provide context for many of the laws surrounding voting rights, while also showcasing primary resources documenting the work of previous generations for democracy. Although the intern will be supervised by the Digital Initiatives Librarian, they will have the opportunity to collaborate with and learn from the expertise of other Digital Services Department members as well as staff from the Archives Research Center.  The intern will receive in-depth training and access to procedures and documentation and will be encouraged to ask questions whenever uncertain about a task or responsibility. The intern will be invited to departmental meetings, events, and training programs.

**Sample of Intern Duties:**
- In partnership with Archives staff, select items from the VEP collection for digitization – estimated total of 200 digital objects
- Prepare materials for digitization
- Implement basic preservation measures
- Digitize selected items, including capturing source images and using image editing software, such as SilverFast, Adobe Photoshop, and FastStone for cropping, editing, and corrections for access images
- Create object-level descriptive metadata for online access
- Input images and metadata into the Library's institutional Islandora repository for access

**Learning Outcomes:**
- Cohesive digital collection consisting of approximately 200 items including photographs, flyers, pamphlets, and advertisements selected from the Voter Education Project collection
- Experience handling rare and unique archival materials
- Experience with a variety of scanning hardware and software including an Epson Expression flatbed scanner, a Bookeye VIA planetary scanner; as well as Adobe Photoshop, SilverFast, and FreeFlow software applications
- Working knowledge of the Federal Agencies Digital Guidelines Initiative (FADGI) standards for digital conversion, Library procedures for file naming and file management
- Working knowledge of Dublin Core and Metadata Object Description Schema (MODS) standards for metadata
- Understanding how to work with standard archival description formats and tools to identify and research collections
- Increased analytical, writing, research, and digital curation skills
- Improved communication, collaboration, and other professional skills
- Technological evaluation skills, including testing workflows and systems
- Project management skills, including setting and meeting goals
- Learn how to consult and understand collection assessment reports, website analytics, and other common custodial documentation
- Expertise in identifying and selecting good candidates for digitization
- Understanding of digitizing workflow and best practices
- Understanding metadata standards and best practices
- Increased experience in writing effectively for a public audience
- Technical expertise with the Islandora interface and knowledge of best practices and principles for online content display and management

**Prerequisites:**
- Demonstrated interest in African American history and culture
- Demonstrated ability to organize
- Strong attention to detail
- Ability to follow detailed documented workflows
- Experience with standard office software such as Microsoft Office
- Experience working independently and within teams
- Basic familiarity with image editing software such as Adobe Photoshop preferred

**Work Environment:** The primary workspace will be in the Library's Digital Lab, a shared space with other Digital Services staff members, that includes high end scanning equipment as well as individual workstations. The intern will be able to thrive while working both independently and in a team-based collaborative environment. The selected intern will be comfortable with asking questions and problem solving by thinking systemically about how their work fits into the larger information ecosystem. They will be adaptable and flexible as workflows change during the course of the internship.

**Tentative Schedule:** May 29 – August 18; Monday-Friday, 9am – 5pm

**COVID-19 Vaccine Requirements:** Selected intern will be required to be fully vaccinated. Weekly PCR tests will be provided and are required.

**Eligibility:** Must be authorized to work in the United States