Digitization (2 POSITIONS)
Fisk University John Hope and Aurelia E. Franklin Library – Nashville, Tennessee

Campus housing is available, paid for by the intern using the stipend.

Franklin Library's mission is to use both traditional and innovative methods to provide a wide range of information and materials consistent with continuing and anticipated instruction and research in the natural and social sciences, business, and the humanities for Fisk University's diverse community of students, faculty, alumni, researchers, and scholars.

Position Description:
The Fisk Forever Digitization Project is a testament to the rich history of Fisk University and the influential figures who have shaped its legacy over 154 years. A significant 35 percent of reference requests received by our Special Collections and Archives are directed towards the Fiskiana Collection, a repository of materials by and about our HBCU. Its broad appeal is due to its diverse array of material formats, which includes manuscripts, photographs, bound items, published books, scrapbooks, newspapers, art objects, audio recordings, and video recordings. Digitizing and providing online access to these materials is a top priority in meeting the needs of our stakeholders. Furthermore, the Fisk Forever digitization project is pivotal in preserving African-American cultural heritage archives.

We invite you to join our team of Librarians and Archivists leading the Fisk Forever digitization project. Selected interns will receive training in the fundamentals of digitization and metadata creation, and they will actively contribute to the online accessibility of materials, including Fisk University yearbooks, commencement programs, ledgers, Spring Arts Festival Programs, Fisk Heralds, Fisk Forums, Fisk News editions, and the Clarion. As an effective means of capturing and conveying history, interns will be instructed in handling fragile archival materials, proper scanning techniques, editing scanned materials, and metadata creation using the Dublin Core standards. The project will adhere to the guidelines outlined in the Federal Agencies Digital Guidelines Initiative (FADGI) Technical Guidelines for Digitizing Cultural Heritage Materials - 3rd Edition (2023), ensuring an ethical, authentic, and appropriate workflow. Upon digitization, interns will collaborate with the project Archivist to contribute to the project's Omeka site, which can be accessed at fiskforever.omeka.net. The completed site will showcase the scans and metadata of Special Collections and Archives Fiskiana materials.

Sample of Intern Duties:
- Complete an overview of the materials marked for digitization from Fiskiana before beginning the digitization process.
- Learn Scanning techniques for selected documents and images, data entry into spreadsheets.
- Utilize Epson Expression 12000XL Graphics Arts Scanner, Epson Workforce ES-50 Portable scanner for PC and Mac, and Epson scan software as well as Adobe Photoshop.
- Research background information on Fisk University and the Fiskiana Collection in Special Collections and Archives.
- Learn photography and camera operation techniques using the Nikon D3300 Digital Camera.
- Collect Dublin Core Metadata (Title, Publication Date, Subjects, etc.) for each Fiskiana publication.
- Highlight and strengthen the research resources on African-American subjects housed in Special Collections.
- Learn how to perform Quality Control checks on digitized materials and metadata.
- Participate in the development of critical policies and procedures for digitization projects.
- Attend training sessions and project team meetings.
- Utilize open-access site Omeka.net.

Learning Outcomes:
- Working on functional and operational knowledge of a digitization project workflow.
- Experience in data entry, data analysis, archival research, social media management, and digital humanities work.
- Ability to identify values, interests, and skills to determine potential career goals.
- Identify the ethical standards for the management and use of African-American collections.
- Increased knowledge of African-American collections and their needs.
- Increased understanding of Digital Collections and Digital Humanities project planning.
- Identify, describe, and apply emerging library and digital project technologies.
- Understanding social, ethical, and legal issues surrounding digitized cultural heritage collections.

Prerequisites:
- Demonstrated interest in African-American history and culture.
- Ability to learn new technical tools through a combination of guided and self-paced learning.
- Ability to work independently.
- Ability to follow detailed written instructions.
- Demonstrated initiative and adaptability through academic projects, extracurriculars, or professional experiences.
- Working knowledge of office productivity suites, such as Microsoft Office and Google Drive.
- Effective written and oral communication skills.

Work Environment: Fisk University Library has a positive, diverse, upbeat, and collaborative working environment. Normal office conditions have a standard-sized desk and office chair in individual offices. The noise level in the work environment is usually moderate. Working in Special Collections and Archives requires excellent communication, verbal and interpersonal skills, empathy, emotional intelligence, and an ability to handle sensitive information.

Tentative Schedule: Start date of May 27\textsuperscript{th}, 2024; Monday–Thursday, 8 am – 5 pm.

COVID-19: The John Hope and Aurelia E. Franklin Library encourages, but does not require, all faculty, staff, students, and visitors to wear an appropriate face covering inside enclosed spaces, like study rooms, the Special Collections Reading Room, and the Computer lab. Face covering use is a substitute for when social distancing is not possible.

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