Student:
Campus Address:

Permanent Address:
Phone:
Email:

Faculty Supervisor: Allison J. Cywin
Telephone: 508-999-8701
Email: acywin@umassd.edu

Internship Supervisor: Allison J. Cywin
Telephone: 508-999-8701
Email: acywin@umassd.edu

Title of Internship:
Internship Terms:
Credit Hours:
Semester:
Start Date:     End Date:
Work Hours (per week):      Weeks:

Volunteer       Work Study       Salary       Pay Rate

Objectives and Description of Internship:

Students will become familiar with the methodology, procedures and practices of digital collection management outlined and advocated by the Visual Resource Association and other professional organizations. Students will gain knowledge and experience with managing visual resource materials within an academic setting and utilize their academic skills to conduct research and development of descriptive metadata records.

The internship offers hands on experience by performing a variety of tasks related to collection management including:

- Learn basic technical and descriptive metadata standards as it relates to digital imagery.
- Hands on experience with production of digital imagery, creation of database records and image delivery systems.
- Managing and cataloging digital collections based on national standards.
- Perform library research related to cataloging
- Assist with daily operations of a VRC including digital production, reference and maintenance of a digital collection.

Student          Date