The People's Archive at DC Public Library
Intern Projects
Updated: December 6, 2023

[The People's Archive](#) is pleased to offer internships opportunities to undergraduate and graduate students. Please note these opportunities are unpaid.

# How to apply

Please send a one-paragraph statement of interest and a resume to [peoples.archive@dc.gov](mailto:peoples.archive@dc.gov). Include the following information:

- Name
- Email and phone number
- High school, undergraduate, or graduate
- Preferred project option
- **Metadata project only**: in-person or virtual

# Deadline to apply

***Applications are closed until summer 2025***
Fall session: June 30th
Spring session: November 30th
Summer session: April 30th

# Metadata Project

Number accepted per session: 5
Create metadata for materials added to Dig DC, The People's Archive's home for digital special collections. No previous experience with metadata is required to participate. This project is ideal for students who have minimal time to dedicate to a project or are not local but would like to gain experience creating metadata.

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- Attend a virtual training on project collection and metadata practices. The People's Archive utilizes Dublin Core and MODS metadata schemes.
- Complete batches of metadata, virtually or in person using Google Sheets.
- Option to attend one in-person learning session at the Martin Luther King, Jr. Memorial Library to shadow a Digital Curation Librarian on how collections are ingested into Dig DC.

# Digital Collection Project

Number accepted per session: 3

A time commitment of at least 4 hours a week at the Martin Luther King, Jr. Memorial Library is required for the length of the session. This project is ideal for field placement students. This project provides the opportunity to digitize, describe, and make accessible archival collections in Dig DC, The People's Archive home for digital special collections. The bulk of the time will be spent digitizing materials and creating metadata. The number of materials selected for digitization will depend on the format/condition of the materials and the content of the materials (i.e. periodicals require more time for metadata than other materials). No previous experience with archives, digitization, or metadata is required to participate.

- Work with a Digital Curation Librarian to choose 30 to 50 items.
- Digitize selected materials using the Zeutschel scanner located in The People's Archive workspace.
- Create DublinCore metadata for the materials using Google Sheets. Work may be completed in The People's Archive workspace or virtually.
- Time permitting – ingest the materials and metadata into Dig DC and create a record of the digital collection in ArchivesSpace.
- Give a short informal presentation on the field study at the end of the session during a People's Archive staff meeting.