

SPECIAL COLLECTIONS LIBRARY INTERNSHIP FOR ADVANCED GRADUATE STUDENTS

Application for Academic Year 2010-2011

Four Special Collections Library internships (Reference Intern, Archival Processing Intern, Advertising History Intern, and African American Studies Intern) will be available for 2010-2011. These are 9-month internships, running September 1, 2010 – May 31, 2011, each provides an annual stipend (equivalent to the Graduate School minimum stipend established each year), as well as registration, health and recreation fees. In addition, the Graduate School will pay the health insurance premium for recipients who enroll in the Duke student medical insurance plan. Established as a cooperative venture between the Perkins Library System and the Graduate School, these internships offer training in the acquisition, physical arrangement, description, and use of primary source materials. The Rare Book, Manuscript, and Special Collections Library is a branch library within the Perkins Library System, performing a full range of public and technical service functions for a collection of over 17,000,000 modern manuscripts and over 165,000 rare books. The holdings are international in scope and cover a wide range of subjects, including the history and culture of the southern United States, British and American literature, British history, history of economics, theology and religion, African-American studies, women's studies, and history of advertising.

Each position involves working an average of 15 hours per week within Library hours, including some evening hours in the case of the Reference Intern. After appropriate training, interns will be responsible for the following functions. (1) The **Reference Intern** will provide reference service to researchers in person, by telephone, and through correspondence; prepare and present introductory classes on manuscript and rare book research for undergraduates; and prepare or assist in the preparation of exhibits. (2) The **Archival Processing Intern** will organize, arrange, describe, screen for restrictions, and preserve archival materials to enable research access to collections in subject areas such as African-American Studies, the history of economics, religious studies, women's studies, and southern history and literature. (3) The **Advertising History Intern** will perform similar functions for archival materials relating to the history of sales, advertising, and marketing. (4) The **African and African American Studies Intern** will work with the Director of the John Hope Franklin Collection of African and African American Documentation to provide reference services to patrons using African and African American holdings in the Rare Book, Manuscript and Special Collections Library. The intern will also assist with the processing of archival materials and educational outreach programs.

Departments may nominate no more than three (3) students.

Application Requirements:

- Applicants must have completed **all** degree requirements except the dissertation by April 15, 2010, **including prelim**;
- Generally, strong preference will be given to applicants whose time at Duke as of the internship starting date has not exceeded six years.
- Students may hold Library Internships for no more than two years.
- All positions require ability to work independently and efficiently after initial training; reliability; excellent communication skills; ability to work well with other staff members; interest in working with primary source materials.
- Research experience or employment in a manuscript, archival, or rare book repository is desirable.
- In addition, the following abilities and skills are highly desirable for these positions:
 - For the **Reference Internship**, strong public service orientation and ability to work well with a variety of researchers (students, faculty, and general public).
 - For the **Archival Processing Internship**, strong analytical, organizational, and writing skills.
 - For the **Advertising History Internship**, interest in and knowledge of business or popular culture, particularly advertising and marketing; as well as strong analytical, organizational, and writing skills.
 - For the **African American Studies Internship**, interest in and knowledge of African and African-American history and culture.
- No other award (whether fellowship or service-related, such as an instructorship) may be held concurrently with this fellowship without special permission from the Dean.

Submission Requirements:

One copy of the following original documentation should be given to your DGS assistant.

- Completed cover sheet (see the following page)
- Curriculum Vitae
- Letter of application which should include which of the four internships you are applying for- not to exceed three (3) pages
 - Formatting should be 1" margins, 1.5 line spacing, Arial 10 point font.
- List of three (3) references
- Departmental letter of endorsement

Submission Instructions:

- The DGSA will submit the completed original application to the Graduate School. Applications will not be accepted from students.
- All nominations should be delivered to Jennifer Hughes in the Graduate School, 2127 Campus Drive, no later than October 30, 2009.
- Incomplete applications will be returned to the department.
- Applications received after the deadline date will not be accepted.

Further Information: Contact Linda McCurdy (660-5825) concerning the Reference Internship, Paula Jeannet Mangiafico (660-5915) concerning the Archival Processing Internship, Rick Collier (660-5913) concerning the Advertising History Internship, or Karen Jean Hunt (660-5922) concerning the African American Studies Internship.

Fellowship Application Cover Sheet

The following section to be completed by the applicant

Applicant Name: _____

Department: _____

Campus Address including Box No. _____

Name of the internship for which you are applying: _____

Date prelim was successfully completed / Projected date for prelim completion: _____

Matriculation Date: _____

THE FOLLOWING SECTION TO BE COMPLETED BY DEPARTMENT:

Departmental Ranking:

This applicant is ranked _____ out of _____ applications submitted by the department for this award

Checklist of items to be submitted in this order:

___ Completed Coversheet

___ Curriculum Vitae

___ Letter of application

___ Reference list

___ Endorsement letter