

**Information Specialist Internship Program (ISIP)
Module Schedule (UW - Digital Collections Center)
Special Library/Information Technology**

| WEEK | GOALS | ACTIVITIES |
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| Week 1 Introduction | Introduction to the UW Digital Collections Center (UWDCC) | <ul style="list-style-type: none"> • Introduction to the UWDCC internship coordinator • Introduction to UWDCC staff • Overview of UWDCC and how it's work fits into the library's mission • Learn about the organization of UWDCC: <ul style="list-style-type: none"> ○ reformatting ○ metadata ○ Library Technology Group ○ digital repository • Overview of UWDCC workflow and processes • Illustrate the UWDCC collections • Discuss program schedule and goals for this 8-week session • Discover the interests of the intern • Discuss departmental logistics <ul style="list-style-type: none"> ○ Office environment and rules ○ Workspace issues ○ Work schedule • Questions |
| Week 2 Pre-production | Understand assessment and pre-production (PAD) work: Collection Management, Public Services | <ul style="list-style-type: none"> • Introduction to head of PAD • Overview of PAD process <ul style="list-style-type: none"> ○ Project proposals ○ Project assessments ○ Cost estimates ○ Interactions with content providers ○ Final project approval • Attend UWDCC PAD meeting • Go with UWDCC staff to a project assessment meeting • Learn how this work is a digital form of collection management |
| Week 3 Production | Understand the reformatting process: Discipline-specific activity, IT | <ul style="list-style-type: none"> • Meet with head of reformatting • Overview of reformatting equipment • Overview of reformatting basics • Learn about reformatting standards and why they are important to the work of UWDCC • Learn how reformatting fits into the UWDCC workflow • Engage in basic reformatting work |

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| <p>Week 4 Production</p> | <p>Understand the metadata creation process: Technical Services, IT</p> | <ul style="list-style-type: none"> • Meet with head of metadata • Overview of what metadata is, its purpose and how it is used • Illustrate how it relates to other types of technical services • Overview of multimedia metadata creation compared to textual metadata creation • Learn about metadata standards and why they are important to the work of UWDCC • Learn about how metadata is processed • Engage in basic metadata creation work |
| <p>Week 5 Production Post-production</p> | <p>Understand the combining of metadata and reformatting work: Understand the quality control process: Discipline-specific activities, IT</p> | <ul style="list-style-type: none"> • Overview of the process by which metadata and reformatting work are combined to create an online collection • Overview of the quality control process • Engage in basic quality control work • Overview of how collections “go live” • Attend UWDCC production meeting |
| <p>Week 6 Post-production Technical Support</p> | <p>Understand reference services provided by UWDCC: Public services Understand website work and the technical infrastructure: Discipline-specific activities, IT</p> | <ul style="list-style-type: none"> • Overview of reference services • Illustrate how reference requests are filled • Assist in answering some reference requests using the UWDCC collections • Overview of website and interface work • Understand how the UWDCC website works and explore the UWDCC collections • Introduction to the technology support staff • Overview of work that supports the UWDCC collections infrastructure |
| <p>Week 7 Digital repository</p> | <p>Understand the digital repository—MINDS@UW: Public services, Collection management, IT</p> | <ul style="list-style-type: none"> • Introduction to digital repository librarian • Overview of the MINDS@UW project • Learn about the purpose of digital repositories • Understand the underlying technology involved in MINDS@UW • Learn how people participate in the repository • Attend a demonstration or meeting regarding MINDS@UW |
| <p>Week 8</p> | <p>Wrap-up</p> | <ul style="list-style-type: none"> • Finish projects • Review of goals and questions |