



# UNIVERSITY LIBRARIES

## Field Study Program

*To apply for the position, please submit your resume to the email address below.*

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**Descriptive Overview:** Brief and descriptive summary of the purpose of the position.

For the field study project, the graduate student will arrange and describe photographs of one or more processed archival collections in the Libraries' Special Collections holdings. Tasks will include constructing an inventory of the photographs, entering the inventory into the Libraries' EAD-compliant collections management database (ArchivesUM), and updating relevant sections of the existing finding aid in ArchivesUM.

**Duties and Responsibilities:** The top five work activities are listed below.

- Become familiar with *Processing Manual for Archival and Manuscript Collections at the University of Maryland Libraries* (<http://www.lib.umd.edu/special/publications/umprocessingmanual.pdf>) and ArchivesUM data entry forms and metadata standards.
- Read and understand the existing finding aid(s) for the collection(s) on which the work will be completed.
- Construct folder-level or item-level inventory/ies of photographs.
- Enter inventory/ies into ArchivesUM database.
- Prepare revisions to relevant portions of the existing finding aid(s), i.e., abstract, scope and contents of the collection, processing information, series description, etc. Enter revisions into ArchivesUM.