



UNIVERSITY LIBRARIES

Field Study Program

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

Name of Requester Vincent J. Novara **Date Submitted** 09/19/2011

Division/Unit Special Collections in Performing Arts **Email** ynovara@umd.edu

Descriptive Overview: Provide a brief and descriptive summary of the purpose of the position.

For the Field Study Project, the graduate student will Process one medium-sized archival collection (4 – 10 linear feet) identified as a priority for Special Collections in Performing Arts. Tasks include describing, arranging, an rehousing collection materials at a designated level of processing determined by the curator. Project is complete upon composition of finding aid and final rehousing of collection. Work will be reviewed by the faculty curator; feedback will be provided on an ongoing basis.

Duties and Responsibilities: Provide a bulleted list of duties and responsibilities. List the top five to seven work activities can be listed below.

- Describe the collection using either Microsoft Word and Excel, or Archivists' Toolkit
- Logically arranging materials in absence of clear original order
- Rehousing collection materials from item level to container level
- Removing metal fasteners
- Preservation photocopying
- Researching the topic of the collection
- Composing a finding aid
- Identifying items to be sent for conservation treatment