

**“FINISHING THE HAT: STRATEGIES FOR BUILDING AN INTERN
PROGRAM TO ADDRESS LEGACY BACKLOGS IN PERFORMING ARTS
COLLECTIONS”**

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COLLEGE OF MUSIC

THE FLORIDA STATE UNIVERSITY

INTERNSHIPS AND SELECTION PROCESS

FSU Intern:

- The program provides 50 percent of the funding for undergraduate students
- Is designed to provide high quality, practical work experiences students
- Previous projects for FSU Intern included an archival collaboration with the New York Public Library for the Performing Arts

PROJECT CALL

- This project will focus on the inventory and digitization of a small collection within Music Special Collections at the Warren D. Allen Music Library
- **Goals include:**
 1. To assist with archival processing and digitization projects in order to help make Music Special Collections Materials available to FSU faculty, students, staff, and visitors.
 2. To learn to use appropriate digitization tools and metadata in order to help make materials more widely visible to the general public.
 3. Help create a small exhibition display that showcases FSU College of Music history.

INSTRUCTION

Student tasks will include, but are not limited to:

1. Help update physical inventory of a small collection
2. Learn how to apply controlled vocabularies to the cataloging of a small collection of musical materials in a Music Special Collections context
3. Scan documents and save as PDFs in order to create digital surrogates for research
4. Learn how to apply metadata standards
5. Learn how to upload digital materials

AREAS OF PRIORITY

- Priority based on areas of need as determined by the College; faculty, staff, student and administration requests have been the primary factor in the choice of projects.
- Projects include faculty publicity files which range in age from 1920-present, historical scrapbooks collection, materials from music critic Olin Downes, and a collection of early twentieth century dance band music.



INTERN GOALS

Week One:

- Library Orientation
- Remote check-in meeting
- Background reading

Week Two:

- Background reading on best practices (including DACS) and familiarizing with institutional resources like ArchivesSpace and DigiNole.

INTERN GOALS (CONT.)

Basic Tasks:

- Search ArchivesSpace for familiarity with collections
- Metadata lesson
- Created outline of basic series designations for collection (intellectual hierarchy)
- Begin working on background information
- Processing and preservation
- Faculty material display
- “Shadow” Dr. Quinn: patron services, instruction sessions

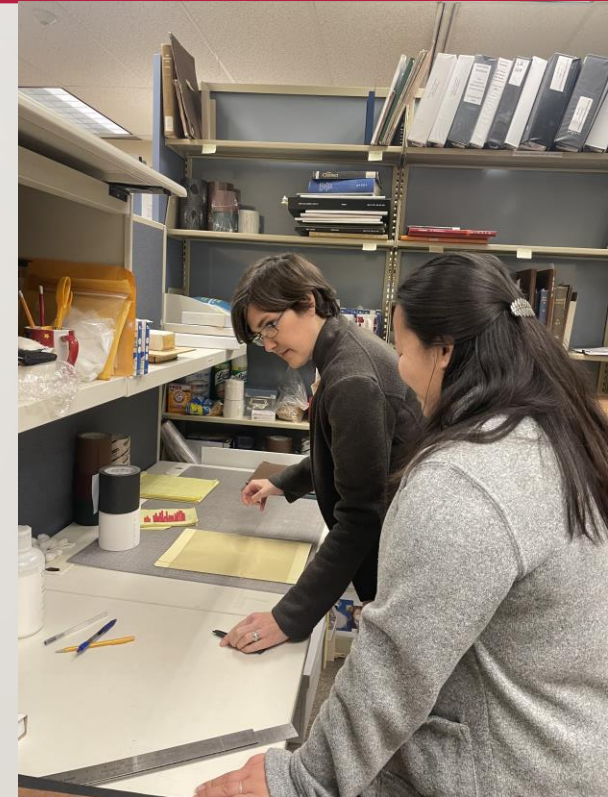


INTERN GOALS (CONT.)

- Week Three:
- Identify collections and items
- Physical organization lesson and begin processing
- Pull boxes and begin grouping into large categories

- Week Four:
- Begin description and metadata creation
- Scanning procedures lesson
- Continue physical processing

- Week Five:
- Continue physical processing; begin rehousing as needed
- Continue metadata
- Create scanning priority list



INTERN GOALS (CONT.)

- Weeks Six-Ten:
- Continue physical processing
- Scanning
- Metadata and description
- Identify objects of interest for display
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- Weeks Ten-Fifteen:
- Clean and prepare objects for display
- Prepare layout of exhibit cases
- Create matting and descriptive labels

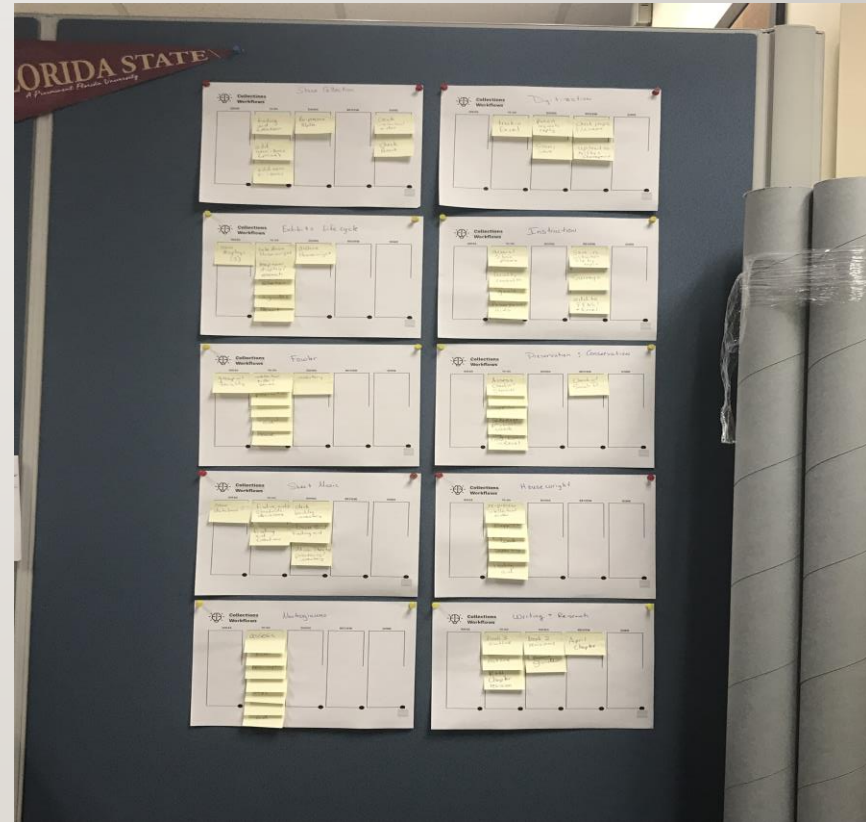


INTERN GOALS (CONT.)



MOTIVATION AND FEEDBACK

- Important to provide continuous feedback for students, to keep them motivated and on-track
- Tracking progress was the creation of the Kanban wall
- The importance of the walking meeting as a strategy
- The podcast!



LONG-TERM LESSONS

- Ensuring students understand what they're taking on and allowing them to take ownership over tasks
- Exercising patience with intern schedules that shift frequently and finding ways to motivate during challenging moments
- Balancing intern projects and works against overall library priorities
- Further directions for archival processing and preservation

