

UNT Summer Archives Institute

May 16 – June 17, 2022

9am-3pm (one hour lunch), 5 hours per day, 125 hours total

Willis Library - Room 443

The Summer Archive Institute is an experiential learning opportunity designed to immerse students in hands-on archival work, providing valuable experience and training in professional archival practice within the UNT Special Collections department. Each student will receive training to arrange and describe a unique archival collection. Additionally, each week a special collections staff member will lead a discussion about an area of archival practice to provide students opportunities to learn about all aspects of archival work such as preservation, digitization, public service, and instruction. At the conclusion of the Institute students will be asked to give a 3-5 minute “lightening” talk as part of a public presentation.

The Summer Archives Institute will take place on the UNT-Denton campus. Students will work primarily in Willis Library, with some activities taking place at the Library Annex and Research Collections Library, also located in Denton. Students will be supervised by Librarians in the Special Collections department.

What students will gain:

- Hands-on experience working with an archival collection
- Opportunity to meet archivists and librarians and explore the different aspects of Special Collections work
- Training in archival processing, arrangement, and description.
- At the completion of the practicum students will have work products such as processing plans and finding aids suitable for inclusion in a e-portfolio
- Experience presenting their work as part of a “lightning session”

Students must enroll in the COI Practicum summer section in order to participate in this institute.

Requirements for consideration:

- Current graduate student at UNT
- Completion of INFO 5371 – Archives and Manuscripts, or comparable introductory archival coursework
- Excellent writing skills—including the ability to analyze content, compose concise descriptions, and proofread.

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- Thorough understanding of English grammar and spelling.
- Facility with visual details.
- Ability to pay close attention to detail

In order to be considered for the Archives Institute students will need to submit:

- Application Form
- A one-page cover letter describing their interest in the Archives Institute
- Resume or CV

Four to six graduate students will be selected to participate in this year's Summer Archives Institute. Applications must be submitted by midnight on Monday, April 4. Applicants will be notified of their acceptance no later than April 11, 2022.

Participant Stipend*

We intend to provide \$500* stipend to students who complete the Archives Institute and a certificate of completion. We are awaiting approval from student financial services.

*When this stipend is approved we will communicate this to the selected students.

Tentative Schedule

Week One:

- **Topic Discussion: Processing and Preservation**
- Tour of Special Collections
- Introduce staff and students
- Overview of Institute objectives
- Review processing and finding aid creations guidelines
- Assign collections
- Begin processing plans

Week Two

- **Topic discussion – Digitization**
- Review processing plans and timelines
- Review and approve processing plans
- Begin physical processing
- Identify sample sets for digitization, complete BSRF

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Week Three:

- **Topic discussion – Finding Aids**
- Tour RCL and Annex
- Continue processing
- Begin work on finding aid creation

Week Four:

- **Topic discussion**
- Continue processing and finding aid creation
- Draft short collection description for social media

Week Five:

- **Topic discussion – Archives Professions**
- Complete processing and labeling
- Review digital sample sets
- Review completed projects
- Student lightning presentations

Application for 2022 Summer Archives Institute

Name:

Email:

Phone:

EUID:

Have you completed INFO 5371 (Archives and Manuscripts) or another comparable introductory archives course?

In assigning archival collections we will try to match students to an area of interest when possible. Please indicate your subject/genre preferences below:

- Photography
- Texas History
- LGBTQ
- UNT History
- Journalism
- Audio/Visual
- Other (please list):
-

Send this form, along with:

- A one-page cover letter describing their interest in the Archives Institute
- Resume or CV

Please send application packets electronically to morgan.gieringer@unt.edu

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