Practicum for Library Graduate Student – Sycamore Library Government Information Metadata

About the Program

The UNT Libraries offers a practicum to a library graduate student for metadata experience by working with personnel at the Sycamore Library, in the Branch Libraries Department

Position Description

As a practicum student, you will work closely with the Head of Branch Libraries and the Government Information Librarian, to assign descriptive metadata to a selection of digitized government documents, for the UNT Digital Libraries. Assigning high-quality metadata to documents in the Digital Libraries ensures their discoverability, so your work will help researchers access government information online. While metadata work will be your primary focus, you will also attend trainings and library events, to ensure that your practicum experience includes professional development and networking.

Your practicum will culminate in a presentation of your experience completing the metadata project, to the department and/or at the UNT Libraries' Student Snapshot Symposium.

Position Responsibilities

- Attend required training session(s) to learn the software and guidelines for metadata entry
- Enter descriptive metadata for your assigned series of government publications
- Attend bi-weekly check-ins with practicum supervisor
- Maintain accurate statistics of metadata entry and log of questions or issues.
- Facilitate a presentation at the end of the practicum project

Hours and Location

The working schedule is negotiable, based on practicum requirements, and must take place Monday – Thursday between 8 am - 9 pm, or Friday between 8 am - 5pm in Sycamore Library.

Minimum Qualifications

You must be enrolled in your practicum. You should also possess these qualifications:

- You must be a student receiving library science practicum course credit through your college or university
- Significant coursework completed in library and/or information science
- Strong attention to detail
- Effective interpersonal and communication skills
- General experience with computers and various software products
- Willingness to acquire new skills and follow instructions

Preferred Qualification

- Demonstrated interest in descriptive metadata
- Basic knowledge of metadata standards and best practices

Compensation

This is an unpaid professional practicum

Contact for More Information

This position is under the supervision of the Head of Branch Libraries. If interested, please send your CV or resume and cover letter to Jen Rowe at Jennifer.Rowe@unt.edu