

**Policy for Archival Interns**

**Archives & Rare Books Library**

**University of Cincinnati**

The Archives & Rare Books Library of the University of Cincinnati provides internship opportunities for students interested in the study or management of archival collections or rare books study and librarianship.

Criteria and Guidelines:

1. Internships are positions appointed during the period of one academic year and can be adjusted depending on the calendar of the applicant's institution.
2. An annual stipend of \$2500 will be provided for one intern, based upon \$10/hour for a total of 250 hours.
3. The applicant must be a graduate student in good standing in his/her institution or an undergraduate of at least junior or senior rank in good standing in his/her institution.
4. The applicant must have earned academic credit in at least one course in either archival studies and management, in rare books, in the history of the book, or equivalent subject matter.
5. The internship opportunity must be able to afford the applicant academic credit toward his/her degree.
6. The applicant must provide a written letter from his/her academic advisor that states precisely how the internship position will add to the applicant's degree program, how the applicant will be assessed for academic credit, and what the expectations are of the Archives & Rare Books Library to provide assessment of the intern leading to academic credit.
7. The intern will work with one specific collection, or one group of library materials or books, and will fully process this collection and/or provide a detailed written report on the group of materials or books, as well as assist in developing web content on the project.
8. While the Archives & Rare Books Library will work with the intern in determining an appropriate project, the final decision will be made by the

Head of the Archives & Rare Books Library, and the project will be determined based upon the needs of the Archives & Rare Books Library. Applicants are strongly encouraged to visit the ARB website at: [www.libraries.uc.edu/libraries/arb/](http://www.libraries.uc.edu/libraries/arb/) to familiarize himself/herself with ARB collecting areas.

9. The intern will report to and work under the direction of the Head of the Archives & Rare Book Library, and may also work under the direction of ARB staff.
10. The intern will work under the established policies and regulations of the University of Cincinnati, as well as the policies, procedures, and regulations of the University Libraries of the University of Cincinnati, including but not limited to: use of resources, including electronic; use of all equipment; security; and access.
11. The applicant will verify that he/she carries appropriate health insurance and indemnifies the University of Cincinnati from any obligation in this regard.
12. Applications must be received by the Archives & Rare Books Library thirty (30) days prior to the anticipated starting date.
13. The application must contain information addressing the criteria and guidelines above, as well as a letter from the applicant's academic advisor recommending the applicant with a clear statement of expected outcomes and goals.
14. Applications may be addressed to:

Kevin Grace  
Head and University Archivist  
Archives & Rare Books Library  
P.O. Box 210113  
University of Cincinnati  
Cincinnati, OH 45221-0113