

William F. Cody Archive Intern

Department: *The Papers of William F. Cody* & Harold McCracken Research Library/Buffalo Bill Historical Center

Intern Title: Photographic Objects Archival Intern

Overview: This internship introduces the student to the challenge of inventorying, digitizing, and managing historical photographs in a museum setting. The project consists of inventorying the photographs in MS6 (William F. Cody collection) and related collections housed in McCracken Research Library vaults. The intern will be responsible for determining to what extent those items have been digitized, cataloged, or described, and will create a working inventory of which items are still in need of digitization, description, and uploading to the museum cataloging system. The intern may also be responsible for determining the condition of items in need of conservation.

Level of responsibility: Reports to Processing Archivist and Papers' Assistant Editor.

Specific duties and responsibilities:

Inventory photographic prints, negatives, and slides archived in HMRL.

Re-house items currently without housing.

Compare complete inventory to items currently cataloged and digitized.

Report what photographic images are still in need of digitization, cataloging, etc.

Qualifications: The qualified intern should show an ability to work independently and to attend to the details of the project. Good organizational skills and some technical ability are also important to the position. Prefer a student with an interest in history, library science, photography, or museum studies.

Institutional Goals and Benefits: At the completion of this internship MRL and *Papers'* staff will select, describe, catalogue, and publish key photographs online at CodyArchive.org with image purchase options available via links to BBHC rights and reproductions. Improved access to inventory and more detailed finding guides will enhance both external and internal use of photographic collections, benefitting all departments and potentially enhancing revenue streams. To date, it is estimated that less than twenty percent of photographic material related to William F. Cody has been fully identified, described, and scanned.