

Preservation Fellowship, Internship, Volunteer Program Application

Instructions:

1. A complete application consists of this form, a résumé, two letters of recommendation (one should be an academic recommendation if you are in school), and a formal letter of interest. Your name should be on all application materials.
2. All application materials must be typed.
3. Submit a separate, complete application for each Internship/Fellowship if you are applying to more than one.
4. Retain a copy of your complete application for your records.
5. Please *email* complete application to moe@loc.gov. If it is not possible to submit the complete application by email, please contact Mary Oey, moe@loc.gov or 202-707-8345, to organize an alternative arrangement. More information on each fellowship/internship/volunteer opportunity at: <http://www.loc.gov/preservation/outreach/intern/index.html>

Instructions for saving typed information into the Application Form (on a PC*):

1. Type data into the form.
2. When ready to save and email, click print. Choose "Adobe PDF" from printer drop-down menu. Click OK. A dialog box will appear that will allow the edited form to be saved with the entered data under a new name. This renamed pdf can be emailed.

* Please note: Forms completed on a Mac have arrived with text missing. We recommend filling out the form on a PC.

To which internship are you applying? *Check only one box (for Multicultural, check only one additional box).*

- | | |
|---|--|
| <input type="checkbox"/> Multicultural Fellowship/Internship
<input type="checkbox"/> Advanced Book Conservation Internship
<input type="checkbox"/> Advanced Paper Conservation Internship
<input type="checkbox"/> Advanced Photograph Conservation Internship | <input type="checkbox"/> Advanced Preventive Conservation Internship
<input type="checkbox"/> Preservation Internship/Volunteer Opportunity
<input type="checkbox"/> Preservation Digital Internship
<input type="checkbox"/> Preservation Science Internship |
|---|--|

Do you require funding?

yes no

List external source(s) of funding (if any):

How did you find out about this Fellowship/Internship?

- | | |
|---|---|
| <input type="checkbox"/> a training program
<input type="checkbox"/> mailing
<input type="checkbox"/> publication | <input type="checkbox"/> website
<input type="checkbox"/> other _____
_____ |
|---|---|

Are you available for an interview:

	<u>Yes</u>	<u>No</u>
At Library of Congress?	<input type="checkbox"/>	<input type="checkbox"/>
By telephone?	<input type="checkbox"/>	<input type="checkbox"/>

Dates available for interview:

Personal Information

Name:		Telephone:
Street address:		FAX:
City:	State/Country:	Email:
Are you a US Citizen?	Desired Start Date:	Desired End Date:

Education

	School:	Major:	Degree and Date (mm/yy):
Undergraduate	School:	Major:	Degree and Date (mm/yy):
Graduate	School:	Major:	Degree and Date (mm/yy):
Graduate	School:	Major:	Degree and Date (mm/yy):
Certificate Program	School:	Major:	Degree and Date (mm/yy):

References

Name:	Title:	Telephone:	Email:
Name:	Title:	Telephone:	Email:

Preservation Specialty (Select all that apply)

- Book Photograph Digital Other _____
- Paper Preventive Science _____

Areas of Interest in Preservation (Select all that apply)

- Collections Maintenance Exhibit Preparation Chemistry
- Digitization / Reformatting Integrated Pest Management Imaging or Optics
- Education and Outreach Preservation Management Materials Testing
- Emergency Preparedness Conservation Research Preservation Science
- Environmental Control Conservation Treatment Other: _____

Examples of Preservation Projects or Tasks Completed (Select all that apply)

- Collections Processing Integrated Pest Management
- Collections Stabilization (basic remedial treatments) and Housing Inventory Control
- Condition Assessment Laboratory & Equipment Maintenance
- Condition Surveying Library Binding
- Conservation examination, documentation, photodocumentation, treatment Materials Science
- Digitization or Reformatting Packaging Design
- Emergency Preparedness & Disaster Recovery Packing/Moving/Transporting Collections
- Environmental Monitoring Preservation Education and Outreach
- Exhibit Preparation Sample Preparation
- Facilities Planning & Assessment Science Research
- Housekeeping Writing Grants
- Writing Guidelines & Policies

Conservation/Preservation Experience (Select all that apply)

KNOWLEDGE:

- Cataloging/Meta-Data Deterioration processes Lab and studio maintenance
- Collections management Documentation Library Binding
- Conservation assessment Emergency preparedness Management/admin/operations
- Conservation history, ethics, etc. Environment Materials properties/chemistry
- Conservation research Examination Pest management
- Conservation terminology Exhibition Preventive care
- Conservation Treatment Health and safety
- Data collection Housekeeping

SKILLS:

- Cosmetic reintegration techniques Handling techniques Microfilm/Microfiche scanning techniques
- Database management techniques Health and safety techniques
- Documentation techniques Housekeeping techniques Mount-making techniques

Conservation/Preservation Experience (Select all that apply)

SKILLS, con't:

- | | | |
|---|--|---|
| <input type="checkbox"/> Education and training techniques | <input type="checkbox"/> Housing techniques | <input type="checkbox"/> Organizational techniques |
| <input type="checkbox"/> Emergency response techniques | <input type="checkbox"/> Instrumental techniques | <input type="checkbox"/> Photography techniques |
| <input type="checkbox"/> Flatbed/Overhead scanning techniques | <input type="checkbox"/> Laboratory techniques | <input type="checkbox"/> Stabilization techniques |
| <input type="checkbox"/> Graphic illustration techniques | <input type="checkbox"/> Mending techniques | <input type="checkbox"/> Superficial cleaning techniques |
| | | <input type="checkbox"/> Technical examination techniques |

Conversion Experience (Select all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Digital to digital | <input type="checkbox"/> Microfilming | <input type="checkbox"/> Preservation photocopying |
| <input type="checkbox"/> Digital to print | <input type="checkbox"/> Print to digital | <input type="checkbox"/> Other: _____ |

Computer Experience (Select all that apply)

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Adobe Acrobat | <input type="checkbox"/> ImageJ | <input type="checkbox"/> SigmaPlot |
| <input type="checkbox"/> Adobe Bridge | <input type="checkbox"/> MatLab | <input type="checkbox"/> SPSS |
| <input type="checkbox"/> Adobe Photoshop | <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> VIPS/nip |
| <input type="checkbox"/> ChemOffice | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Visio |
| <input type="checkbox"/> ENVI/ITT | <input type="checkbox"/> Minitab | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> GIMP | <input type="checkbox"/> Omnigraffle | _____ |
| <input type="checkbox"/> JMP | <input type="checkbox"/> SAS | |

Science Coursework/Experience (Select all that apply)

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Biology | <input type="checkbox"/> Engineering | <input type="checkbox"/> Optics |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Forensic Science | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Conservation Science | <input type="checkbox"/> Materials Science | <input type="checkbox"/> Statistics |

Instrumental Experience (For Preservation Science Internship applicants only):

- | | |
|--|--|
| <input type="checkbox"/> Colorimetry/Spectroscopy | <input type="checkbox"/> Liquid Chromatography |
| <input type="checkbox"/> Compound Digital Microscopy | <input type="checkbox"/> Micro-Scale Spectroscopy |
| <input type="checkbox"/> Energy-Dispersive X-Ray Spectroscopy | <input type="checkbox"/> Microscopy and Digital Image Analysis |
| <input type="checkbox"/> Fourier Transform Infrared Spectroscopy | <input type="checkbox"/> Raman Spectroscopy |
| <input type="checkbox"/> Gas Chromatography/Mass Spectrometry | <input type="checkbox"/> Scanning Electron Microscopy |
| <input type="checkbox"/> Gel Permeation Chromatography | <input type="checkbox"/> Spectral Imaging |
| <input type="checkbox"/> Head-Space Analysis & Pyrolysis Quadrupole Gas Chromatography Mass Spectrometry | <input type="checkbox"/> UV-VIS-IR Fluorescence Spectroscopy |
| <input type="checkbox"/> Image Analysis Workstation | <input type="checkbox"/> X-Ray Diffraction |
| <input type="checkbox"/> Inductively Coupled Plasma – Optical Emission Spectrometry with Laser Ablation | <input type="checkbox"/> X-Ray Fluorescence Spectrometry |
| | <input type="checkbox"/> Other _____ |

Additional Comments or Questions: