

INSTRUCTIONS

Use this application form only to apply for one of the opportunities in the drop-down menu below.

A complete application consists of this form, a formal letter of interest, a resume/CV, and two letters of recommendation (one should be an academic recommendation if you are in school). Incomplete applications will not be considered.

Send complete application *in one email* to the appropriate contact listed for the opportunity to which you are applying (see www.loc.gov/preservation/outreach/intern/index.html). Include your name and the opportunity to which you are applying in the email subject line. Note: Recommendation writers may send letters directly to the Library contact; the email subject line should include your name and the opportunity to which you are applying. We recommend that you provide your letter writers the full description of the opportunity so they can speak of your relevant skills and past performance.

Please note that applications for the Advanced Conservation Internships are accepted only in the month of December for the following academic year; applications sent outside of this period will not be considered.

INTERNSHIP TO WHICH YOU ARE APPLYING

IF 6 OR 8, INDICATE WHICH DIVISION:

DESIRED START DATE

DESIRED END DATE

WILL YOU BE A MATRICULATED STUDENT DURING THE ABOVE TIME PERIOD?

IF YES, PLEASE PROVIDE NAME OF INSTITUTION:

Yes No

ARE YOU AVAILABLE FOR AN INTERVIEW...AT THE LIBRARY?

...BY PHONE OR WEBCAM?

Yes No

Yes No

GENERAL DAYS/TIMES AVAILABLE FOR INTERVIEWING

AREA(S) OF INTEREST IN PRESERVATION:

- | | |
|----------------------------------|-------------------------------|
| General Collections Conservation | Preservation Administration |
| Special Collections Conservation | Preservation Outreach |
| Exhibit Conservation | Library Binding |
| Collections (Re)housing | Reformatting/Digitization |
| Environmental Control | Mass Deacidification |
| Emergency Management | Preservation Science Research |
| Other | |

PERSONAL INFORMATION

FIRST NAME LAST NAME:

EMAIL ADDRESS AND PHONE NUMBER:

POSTAL ADDRESS (Include country, if not U.S.A.):

ARE YOU A U.S. CITIZEN?

Yes

No

NON-U.S. CITIZENS: DO YOU ALREADY HAVE A VALID VISA?

Yes

No

EDUCATION

UNDERGRADUATE INSTITUTION, MAJOR, DEGREE, DATE:

GRADUATE INSTITUTION, MAJOR, DEGREE, DATE:

ADDITIONAL EDUCATION, MAJOR/AREA OF FOCUS, DEGREE/EXPERIENCE AND DATE(S):

REFERENCES (List the two writers of your letters of recommendation)

NAME, TITLE, INSTITUTION

EMAIL ADDRESS AND PHONE NUMBER:

NAME, TITLE, INSTITUTION:

EMAIL ADDRESS AND PHONE NUMBER:

INSTRUCTIONS: Check boxes only if you have hands-on experience for that area/skill

PRESERVATION EXPERIENCE

Collections Stabilization	Collections Surveying	Condition Assessment
Conservation Treatment	Custom Housing	Digitization (of originals)
Emergency Management	Environmental Control	Exhibit Preparation
Facilities Assessment	Integrated Pest Management	Inventory Control
Library Binding	Microfilm/fiche scanning	Mountmaking
Packing/Moving Collections	Photodocumentation	Science Research
Other		

COMPUTER SKILLS

Adobe Acrobat	Adobe Bridge	Adobe Photoshop	ChemOffice
ENVI/ITT	GIMP	JMP	ImageJ
MatLab	Microsoft Access	Microsoft Excel	Microsoft Publisher
Minitab	Omnigraffle	SAS	SigmaPlot
SPSS	VIPS/nip	Other	

CONVERSION EXPERIENCE (Digital Technology/Preservation Reformatting applicants must answer)

Analog (e.g., tape) to digital	Digital to digital	Digital to print
Microfilming	Preservation photocopying	Print (e.g., paper) to digital
Other		

SCIENCE COURSEWORK (Preservation Science/Research and Testing applicants must answer)

Biology	Chemistry	Conservation Science
Engineering	Forensic Science	Materials Science
Optics	Physics	Statistics
Other		

INSTRUCTIONS: Check boxes only if you have operated the instrument in a laboratory setting; do not check if you have only learned about the instrument in a lecture setting

INSTRUMENTAL EXPERIENCE (Preservation Science/Research and Testing applicants must answer)

Colorimetry/Spectroscopy

Fourier Transform Infrared Spectroscopy

Gas Chromatography/Mass Spectroscopy

Gel Permeation Chromatography

Inductively Coupled Plasma-Mass Spectroscopy

Liquid Chromatography

Microscale Spectroscopy

Microscopy

Raman Spectroscopy

Scanning Electron Microscopy

Spectral Imaging and Analysis

Stereo Binocular Microscopy

UV-VIS Spectroscopy

X-Ray Diffraction

X-Ray Fluorescence Spectroscopy

Direct Analysis in Real Time (DART)

Accelerated Aging

pH Measurements/Titration

Physical/Mechanical Testing

Other

ADDITIONAL INFORMATION
