

## 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](http://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.

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### INTERNSHIP TO WHICH YOU ARE APPLYING

### 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

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### 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                            |                               |

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## 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

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## EDUCATION

UNDERGRADUATE INSTITUTION, MAJOR, DEGREE, DATE:

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GRADUATE INSTITUTION, MAJOR, DEGREE, DATE:

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

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

NAME, TITLE, INSTITUTION

EMAIL ADDRESS AND PHONE NUMBER:

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NAME, TITLE, INSTITUTION:

EMAIL ADDRESS AND PHONE NUMBER:

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

**PRESERVATION EXPERIENCE**

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

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**COMPUTER SKILLS**

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

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

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

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

<b>Biology</b>	<b>Chemistry</b>	<b>Conservation Science</b>
<b>Engineering</b>	<b>Forensic Science</b>	<b>Materials Science</b>
<b>Optics</b>	<b>Physics</b>	<b>Statistics</b>
<b>Other</b>		

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**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**

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**ADDITIONAL INFORMATION**

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