

LIS 690 Library Internship Program**Internship Proposal Form**

Library	UHM-Hamilton Library		Semester/Year:	Spring 2008
Department/Collection	South Asia Collection		Supervising Librarian:	Monica Ghosh
Address (if not UH Manoa):				
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Description of the library/collection:

The South Asia Collection in Hamilton Library purchases materials published outside of South Asia and acquires materials published in South Asia through a cooperative acquisition program administered by the Library of Congress. The collection emphasizes the modern period and focuses on a wide variety of contemporary issues to support the research needs of the University's Center for South Asian Studies (CSAS). In this collection, the South Asian region includes Afghanistan, Bangladesh, India, Nepal, Pakistan, and Sri Lanka.

Description of internship:

The intern will work primarily with the South Asia Librarian to provide reference service at the Asia Collection reference desk, as well as, with the Coordinator of the CSAS to prepare a digital archive and electronic database of public domain and UH library materials related to caste. Duties may include creating and updating web indexing, creating and updating metadata, scanning printed texts, and sourcing and converting new public domain material.

Required pre-requisite courses:

LIS 601

Desired qualifications:

Experience creating and updating web indexing, creating and updating metadata, scanning printed texts, and sourcing and converting new public domain material.

Weekly schedule (proposed):

5-6 hours per week providing pre-professional reference service at the Asia Collection Reference Desk and creating and inputting information to the Caste database for the remaining 4-5 hours per week.

Learning/experiential goals or work outcomes expected:

Pre-professional experience in public services with a focus on Asia related reference. Building a database connected to and related to collections in the library, while also adding and building to that database with materials from other sources, including the public domain.

Evaluation process/format:

Review the goals of the project and progress at mid-term. Discuss and provide support or recommendations when problems are encountered in writing. Final evaluation will be done in writing by the South Asia Librarian in consultation with the Coordinator for the CSAS using the evaluation form provided by the LIS Program.

Evaluation schedule:

Mid-term personal review of progress with the intern. Final written review of the intern's performance throughout the semester.