



NAGARA INTERNSHIP PROGRAM INSTITUTION APPLICATION FORM

Contact Information			
Institution Name	Greene County Records Center & Archives		
Address	[REDACTED]	Phone	[REDACTED]
	[REDACTED]	Email	[REDACTED]
Point Person Name	[REDACTED]	Title	Records Manager/Archivist
<p>*NOTE* A CV is required for the person who will be supervising the student highlighting relevant work experience. If the point person on this form is different from the project supervisor, please note that in the project information. Please include the CV as a separate document to this form.</p>			
Institution Information			
Brief Description of Institution (what is the mission, how does it relate to government records)			
<p>The Greene County Records Center and Archives (GCRA) is a department under the Greene County Board of Commissioners. The mission of GCRA is to advise and assist all county offices in the management, retention, disposition, storage, and preservation of their records, and to provide environmentally controlled storage space for records of enduring historical and evidential value. The Archives also commits to ensuring the availability and accessibility of those public records entrusted to it for the use of both present and future generations of Greene County residents. One of the ways in which we ensure the availability and accessibility of our records is through our Outreach Program. The Outreach Program consists of our Educational programs as well as highlighting our records on various social media platforms and in weekly blog posts.</p>			
Institution Website	[REDACTED]		
Approximate Number of Employees	[REDACTED]		
Number of Employees with Records/Archival Work as Primary Job Function	[REDACTED]		
Has the institution had interns in the past?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	(if no, skip to Project Information)
If yes, was the intern paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	(if no, skip to Project Information)
If the intern was paid, what was the source of funding?	[REDACTED]		

Project Information

Name of Project

Parks & Trails Photographic Collection Digitization Project

Description of Project (attach extra pages if necessary)

The Greene County Parks & Trails Department Photographic Collection is comprised of twenty-one (21) record center boxes, and an additional eight (8) Hollinger boxes. The collection includes unprocessed slides, photographs, and negatives. These images provide a more complete history of the individual parks throughout Greene County, as well as the history of the Parks & Trails Department. The overall goal of this project is to digitize all images (slides, photographs, and negatives), creating separate boxes/files for each park, and weeding out images that are not Greene County related. This is just one step in our Parks Collection reorganization project, which is to process the collection and organize by park, making it easier to find information about individual parks, for both staff and the general public.

For this specific digitization project, the focus will be on digitizing the slides, photographs, and negatives in the eight (8) Hollinger boxes. Once digitized, the student will organize the images according to park (organized by park name and date). The student will also organize the physical items in the boxes in this same manner. The images will be saved to our shared folder with the Parks Department, and backed up to our server.

Duties of Student (attach extra pages if necessary)

- Scan slides, photographs, and negatives in the Parks & Trails Photographic Collection (only Hollinger boxes);
- Organize physical and electronic files by park and date;
- Create metadata for physical and electronic files within an Excel spreadsheet;
- Mark boxes as completed once all items have been scanned;
- Assist with public outreach by publishing project related posts to our social media;
- Write blog post summarizing experience at the end of the project;
- The student also will have the opportunity to shadow Records Center staff member(s) to gain a better understanding of the various job responsibilities, as well as assist with reference requests to gain a better understanding of how a local government repository functions.

The student will be responsible for the digitization and organization of slides, photographs, and negatives in eight Hollinger boxes (approximately 1,500 slides, 800 photographs, and 700 negatives). The student will use a NovoScan 3in1 Film-/Dia-/Photoscanner to scan the slides and negatives and a Ricoh Aficio MP5002 at 400 dpi for all photographs. The images will be saved to a SD card and/or a flash drive, and transferred to a shared file with Parks, which backs up to the server. As part of this process, the student will create electronic folders/files for each park, and enter metadata for the images (if applicable). Once the electronic files are created, the student will then create folders/boxes for each park, and move the physical slides/photographs/negatives into the appropriate folder/box. The metadata used for the electronic file will be used to create an inventory list for the boxes. Upon completion of a box, the student will mark as scanned and move to the next box.

Timeline Description (estimated timeline/work description for student – attach extra pages if necessary)

Day 1 (hours 1-8): Introduction to project, tour of GCRA, and demonstration of equipment. Begin scanning images.

Days 2-8 (hours 9-64): Scan and organize physical and electronic files by park and date; upload electronic files to server; create Excel spreadsheet with image description (i.e. dates/tags/inscriptions).

Day 9 (hours 65-72): Review work with supervisor. Go through physical/electronic files and address any questions or problems. Post to social media platform about initial phase of project. Continue scanning and organizing images.

Day 10-14 (hours 73-112): Scan and organize physical and electronic files by park and date; upload electronic files to server; create Excel spreadsheet with image description (i.e. dates/tags/inscriptions). Spend some time with each staff member to gain an understanding of the different job responsibilities within GCRA. Assist staff members with responding to reference requests, as time allows. Publish project related posts to social media platforms.

Day 15 (hours 113-120): Review work with supervisor. Go through physical/electronic files and address any questions or problems. Write blog post summarizing their experience with the project.