

U.S. Department of Transportation Paid Summer Internship Opportunities

The Federal Highway Administration (FHWA) Research Library and National Transportation Library (NTL), both located in the Washington, D.C. area, are seeking students pursuing degrees in library/information science or history for paid, full-time internships for the period **June 5 - August 11, 2023**. These internships are being offered as part of the United States Department of Transportation's Summer Transportation Internship Program for Diverse Groups (STIPDG). The internships include a **stipend and travel (relocation) arrangements and shared housing** for participants whose permanent residences are more than 50 miles away from their assignment locations. The current plan is to have an in-person internship. The availability of a virtual internship option has not yet been determined. **The deadline for submitting an application is January 31, 2023.** For more information on the program, including requirements and application instructions, please see: <https://www.fhwa.dot.gov/careers/stipdg.cfm>. If you have further questions about applying, please send an email to DOTSTIPDG@twc.edu. For questions about specific positions, please refer to the contact information below.

Please note that applicants cannot apply for specific positions but can indicate their interest areas. When completing the application, please select "Library Sciences" as an interest area and "Federal Highway Administration (FHWA)" and/or "Office of the Assistant Secretary for Research and Technology (OST-R)" as your preferred mode.

DIGITAL CATALOGING/METADATA INTERN (Federal Highway Administration (FHWA) Research Library, McLean, VA)

Responsibilities:

1. Perform simple and complex cataloging for digital publications in a central repository.
2. Edit catalog and repository metadata to ensure accuracy and improved access to agency publications.
3. Assist with other cataloging, collection, and research activities as needed.

Desired Qualifications:

Coursework and/or experience in cataloging/metadata and digital libraries; Familiarity and/or experience with MARC, Dublin Core, RDA, and subject headings/authorities; Excellent communication, organizational, and analytical skills; Willingness to adapt to changing situations and take on new tasks; Ability to meet established deadlines with products that reflect professionalism.

Contact: Dawn Vanlandingham and Dawn Reinhardt, fhwalibrary@dot.gov, 202-493-3172

Library Website: <https://highways.dot.gov/research/resources/research-library/federal-highway-administration-research-library>

HISTORICAL RESEARCH INTERN (Federal Highway Administration (FHWA) Research Library, McLean, VA)

Responsibilities:

1. Research the history of FHWA offices, including name changes and significant dates.
2. Add resources related to FHWA/highway history to the library's SharePoint site.
3. Create an inventory of articles from FHWA's Highway History site and convert HTML articles to PDFs.
4. Assist with other research, communications, and collection activities as needed.

Desired Qualifications:

Experience conducting historical research and database searches; Experience in creating/editing content on web pages or SharePoint; Familiarity with library resources and services; Excellent communication, organizational, and analytical skills; Willingness to adapt to changing situations and take on new tasks; Ability to meet established deadlines with products that reflect professionalism.

Contact: Dawn Vanlandingham and Dawn Reinhardt, fhwalibrary@dot.gov, 202-493-3172

Library Website: <https://highways.dot.gov/research/resources/research-library/federal-highway-administration-research-library>

VIRTUAL LIBRARY SERVICES INTERN (National Transportation Library (NTL), Washington, DC)

Reference and Research Services, Cataloging

Responsibilities:

1. Perform basic cataloging for technical publications in a digital repository. Assist with other cataloging, collection management and related activities.
2. Support NTL's virtual Ask A Librarian service. Learn about Customer Relationship Management (CRM) software and how NTL uses it for reference interactions.
3. Assist Reference Librarian with revision of research guides (<https://transportation.libguides.com/>) and FAQs (<https://transportation.libanswers.com/>) for customers and staff.
4. Develop a broad knowledge of NTL information resources. Provide literature searching, as needed.
5. Contribute to furthering NTL's social media efforts to promote library resources and services.

Desired Qualifications:

Coursework and/or experience with cataloging, reference and research services. Candidate should possess strong organizational and analytical skills; excellent written and verbal communication skills; ability to meet established deadlines with products that reflect professionalism.

Contact: Rosalyn Alleman, rosalyn.alleman@dot.gov, 202-603-1346

Library Website: <https://ntl.bts.gov/>

DIGITAL COLLECTIONS INTERN (National Transportation Library (NTL), Washington, DC)

Metadata, Collection Analysis, and Digital Preservation

Responsibilities:

1. Process born digital and digitized legacy content of historical significance for long-term digital preservation. Content may include newsletters, technical reports, magazines, memos and orders. Prepare and enhance existing metadata for batch upload. Assess documents for duplication, quality and adherence to NTL policy. Identify and remediate controlled vocabulary terms that perpetuate bias and discrimination. Work with NTL Metadata Librarians on authority control projects, such as improving the integration of digital object identifiers into NTL systems. Create finding aids.
2. Participate in workflow assessment for digital collections and trustworthy repositories. Work with NTL Digital Librarian and NTL Data Curator to develop identify best practices and create documentation.
3. Assist in furthering NTL's social media efforts to promote library resources and services.

Desired Qualifications:

Coursework and/or experience in metadata, cataloging, and indexing; digital preservation; knowledge of and/or familiarity with non-MARC metadata (e.g., Dublin Core). Familiarity and/or experience with digital storage, open access processes and collection assessment. Candidate should possess strong organizational and analytical skills; excellent written and verbal communication skills; ability to meet established deadlines with products that reflect professionalism.

Contact: Mary Moulton, mary.moulton@dot.gov, 202-366-0303

Library Website: <https://rosap.ntl.bts.gov/>