

Intern and Volunteer Program
Guidelines for Participants

Jefferson Library
Thomas Jefferson Foundation

The Jefferson Library collects, catalogs, and disseminates information about every aspect of Thomas Jefferson's life, times, and legacy. Library processes and special projects are designed to support the mission of the Thomas Jefferson Foundation: Education and Preservation, and the goals of the Robert H. Smith International Center for Jefferson Studies (ICJS), the Foundation's research wing, including meeting the informational needs of Jefferson scholars. The Library provides worldwide access to information through the Thomas Jefferson Portal (TJPortal) online catalog in which items in all media and formats are cataloged, and access to digital images and texts is provided. The large aim is creation of a publicly available research tool that is easy to use providing relevant resources for students, teachers, scholars, and all individuals interested in America's cultural heritage.

Community members are encouraged to participate in the Library's Intern & Volunteer Program (IVP). A wide array of topics and procedures have been formulated to meet the interests and expertise of our diverse community. Activities may be designed as short-term projects with a defined finite goal, or they may be set up as on-going expansive processes. The IVP will accommodate individualized goals depending on the needs and desires of each participant. The large goal of all projects is to provide interesting and enlightening work that results in mutually beneficial products: new information added to the TJPortal that educates each participant. Students may expect to produce a product that could be pointed to as a resume item.

A formal agreement will be negotiated with all participants in the IVP, elements of which include:

- Personal information to facilitate communication and to identify skills and abilities
- Project goal with clearly defined timetable and working tools
- Understanding that the Jefferson Library and Thomas Jefferson Foundation has first rights of approval for electronic dissemination; this is a non-exclusive right and participants may seek other forms and venues for publication
- In the case of students, an "academic mentor" must be identified to oversee and approve the intellectual content of the project's final product – prior to electronic dissemination

NOTE: This agreement will be based upon an orientation tour and interview during which mutually agreeable terms are established.

The Library will provide the following support to guarantee success:

- Library staff will provide training and one staff member will be designated as the primary project supervisor
- Computer access as necessary in order to conduct project work

IVP participants may expect the following as a result of their contribution:

- Work will be credited to their name in newly created texts and documents and in online versions

For further information, please contact the Jefferson Library at 434-984-7540 or library@monticello.org

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- IVP projects will be featured in newsletters, press releases, online “what’s new” notices, and as part of the Library’s on-going research resources training activities
 - Use of the Library building staff facilities, including the kitchen/break room
 - Attendance at ICJS scholarly events
 - Access to staff and facilities, including Monticello
 - A 20% discount on items purchased at the museum shops during the duration of active engagement on Library projects.
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Common characteristics for all Jefferson Library activities including IVP projects include:

1. Information resources are processed and managed utilizing established standards and current best practices
 2. Single-point-of-access through the TJPortal is designed to reveal all types of information resources in all formats from many locations
 3. Electronic content is designed to support the information needs of diverse audiences from all academic disciplines and every level of scholarship
 4. Enhanced data is provided for TJPortal records to elaborate contents and reveal relevancy to specific uses and needs
 5. Public access to information is engineered to satisfy every type of enquiry from simple keyword character strings to sophisticated multi-faceted queries.
 6. TJPortal hardware, software, and network interface is designed for long-term sustainability, expandability, and customization
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Materials available for processing include the following types of information and objects:

- books • rare books • journal & newspaper articles • exhibition and auction catalogs
- brochures, pamphlets, ephemera • unpublished research • manuscripts and archives
- scrapbooks • diaries and journals • transcriptions • posters and broadsides • maps
- audio-visuals • slides & photographs • postcards • architectural drawings and plans
- web sites & pages

Research and data processing activities for IVP projects will include one or more of the following:

- Search • Select • Inventory • Catalog • Classify • Label • Describe • Abstract
- Critique • Scan • Mark-up • Link

Project end products in the TJPortal may take one or more of the following forms:

- | New cataloging records | Enhanced cataloging records | Inventories or finding aids in pdf
 - | Linked full-text or digital image collections | Web pages | Electronic publications or exhibitions
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List of Project Topics. NOTE: this list provides examples and is not exhaustive

1. Agriculture
2. Horticulture
3. Industry & Commerce
4. Transportation
5. Science
6. Inventions & Adaptations
7. Exploration
8. Religion
9. Philosophy & Ideas
10. Health & Medicine
11. Money & Finance
12. Fine Arts
 - a. Collections
 - b. Aesthetics
13. Portraits
14. Architecture
 - a. Designs
 - b. Appreciation
15. Garden & Landscape Design
16. Music
17. Recreation
18. Literature & Poetry
19. Travel
20. Writings
21. Libraries
22. Education
23. Records & Lists
24. Books
25. Newspapers & Journals
 - a. Contemporaneous
 - b. Other
26. Media & Electronics
27. Languages
28. Scholarship and Scholars
29. Family
 - a. Descendants
30. Friends and Associates
 - a. Organizations
31. Enemies
32. Native Americans
33. Women
34. Slaves
35. Artisans
36. Homes & Haunts
37. Visitors
38. Clothing, etc.
39. Cuisine
40. Wine
41. Law
42. Political Procedure
43. International Relations & Diplomacy
44. Other World Cultures
45. Warfare
46. Revolution
47. Character & Psychology
48. Death & Legacy
49. Memorials & memorabilia
50. Myths & Legends
 - a. Fiction
51. Interpretation – by and to the public
52. Teaching and Curricula