

## Curating Community Digital Collections: Summer 2018 Practicum Experience

The Institute of Museum and Library Services selected WiLS (Wisconsin Library Services) to receive a FY2017 Laura Bush 21st Century Librarian Program grant for this initiative. WiLS, in partnership with Recollection Wisconsin, the UW-Madison's iSchool and the UW-Milwaukee's School of Information Studies, will provide library school graduate students with practical experience in digital stewardship through summer fieldwork positions at small and under-resourced memory institutions across Wisconsin.

### General Expectations for Host Site Supervisors

- Before the placement begins, work with the Program Coordinator to develop a detailed project plan, including expected outcomes, activities and tasks.
- Supervise assigned practicum student throughout the placement period.
- Offer opportunities for student to understand the day-to-day work of your organization – provide a tour, introduce the student to other staff members/volunteers, and, if possible, allow the student to attend at least one business meeting.
- Supply adequate space, materials and equipment required for the successful completion of the project (a small amount of funding for necessarily supplies and equipment is available).
- Familiarize yourself with your student's course requirements. Students must enroll in and complete either LIS620 (UW-Madison) or INFOST990 (UW-Milwaukee) during the placement period.
- Join all project participants in an orientation webinar in mid-April 2018.
- Participate in a 3-day Immersion Workshop in Madison on May 22-24, 2018. All travel costs paid.
  - Day 1: Building connections and fostering an environment of support among the cohort.
  - Day 2: Overview of digital preservation issues.
  - Day 3: Applied skills training.
- Be timely and professional in all communications and interactions with students, mentors, and CCDC staff.
- Be engaged, inquisitive and receptive to questions and communications from your student and their mentor.
- Participate in communications during the placement period:
  - Two group check-in conversations facilitated by the Program Coordinator (by phone, webinar or video conference).
  - Mid-summer in-person site visit with Program Coordinator, mentor and student.
  - Use interactive communication channels such as BaseCamp and Slack to post questions and share project updates.
- Reconvene with full cohort for a virtual capstone event in August or September 2018. Supervisors will be invited to comment on challenges, successes and future directions.
- Complete a self-assessment before and after the placement to document increases in professional knowledge and institutional capacity.
- Commit to continuing project work after the placement concludes, and complete long-range surveys at six months and two years to measure status and impact of local projects.

**Questions?** Don't hesitate to contact Emily Pfothenauer, Project Director ([emily@wils.org](mailto:emily@wils.org)) or Vicki Tobias, Program Coordinator ([vicki@wils.org](mailto:vicki@wils.org)).

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*WiLS (Wisconsin Library Services) is a non-profit membership organization that facilitates collaborative projects to advance library service, primarily in the state of Wisconsin. Recollection Wisconsin brings together digital cultural heritage resources from Wisconsin libraries, archives, museums and historical societies and coordinates the state's Service Hub for the Digital Public Library of America.*

