



817 Main Street, Laurel, MD 20707

301. 725. 7975

[www.laurelhistoricalsociety.org](http://www.laurelhistoricalsociety.org)

## **Laurel Historical Society Projects for Interns and Student Volunteers**

The Laurel Historical Society (LHS) is a small community-based museum, research library, and archives. It has two paid staff members, an active board of 19 members, and a volunteer corps of 20-40 people. We have a need and desire to work with college interns and student volunteers to complete projects at the museum that will provide real-world applications for studies in history, library science, and the humanities.

Students interested in interning or volunteering at the Laurel Historical Society should contact Ann Bennett, Executive Director, at [director@laurelhistoricalsociety.org](mailto:director@laurelhistoricalsociety.org). LHS may be able to offer college credit and/or a stipend for qualifying students.

1. Library
  - a. Organize research and reference books according to the Library of Congress system
  - b. Assign numbers to books according to the LOC system
  - c. Enter books and library materials into the PastPerfect database
    - i. Scan or photograph book covers
    - ii. Write complete descriptions of the book's condition and content
  - d. Create finding aids for quick reference and location
2. Photographs
  - a. Scan photographic materials
  - b. Catalogue the photographs into the PastPerfect database
    - i. Ensure that numbers in the database match the assigned number on the photograph
    - ii. Write complete descriptions of the photograph
  - c. Match previously scanned materials with existing finding aids
  - d. Organize photographs per box location by object id number
3. Textiles
  - a. Photograph historic costume and textile collection
  - b. Catalog the textiles into the PastPerfect database
    - i. Write complete descriptions of the textiles
    - ii. Attach digital images to catalog records
  - c. Conduct historical research on the manufacture and age of the textiles
  - d. Work with the collections committee and Executive Director to assemble a short catalog of the textile collections suitable for publication
4. Institutional archives
  - a. Organize and re-file materials related to the history of the Laurel Historical Society
  - b. Create finding aids for quick reference and location



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- c. Cross-reference institutional materials with the archival holdings and collection materials
5. Digital curation
  - a. Create a digital collection of files and materials for buildings within the historic district
  - b. Upload scanned files to online storage space
  - c. Re-attach missing images to records in the PastPerfect database
  - d. Work on social media campaigns to highlight our collections and historical photographs and postcards
    - i. Identify, scan, and save articles, advertisements, pictures, etc. from old newspapers suitable for re-posting for a "this day in history" post
    - ii. Write and schedule pictures and posts with historical facts and captions, especially ones that match local and national anniversaries or trending events
  - e. Work on uploading and correcting content for our online database, PastPerfect Online