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ANTH 4940

Dr. Baltus

May 7, 2020

Internship at Ward. M. Canaday Center Final Report

My internship involved assisting in processing the correspondence and project records of the scientist Dr. Maurice Manning. Now that I have completed my internship at the Canaday Center, I can explain its relation to Anthropology. I will explain how the activities helped me meet the objectives specified in my proposal, how it relates to my future goals and an evaluation of the success of my internship. Then an explanation that includes my strengths and weaknesses regarding my work. If I had to repeat this experience, what would I change, and why I would change it, and explain the strengths and weaknesses in my position at the Canaday Center. Lastly, a list of recommendations I would make to a fellow student that was planning on a similar experience and why I would make these recommendations.

In my proposal, I listed five objectives that I would like to learn about from my internship. The first is to learn how to manage working with a large collection compared to small collections since, before my internship, I had only worked with small collections. Second, I wanted to learn more about the different theories and methods that are specific to archiving and how they compare to archaeological theories and methods. Third, to learn about the different roles and environments that archivists work in, other systems and techniques used in archiving. Fourth, how to apply the skills I learned in anthropology to improve my skills in archiving. Fifth, learn more about how to process collections in general and gain more hands-on experience.

I met my first objective by working with only a few boxes instead of the whole collection at once. I realized these collections are processed similarly even though the number of objects are higher in large collections. Completing the first objective also helped me meet the fifth by gaining more hands-on experience, including handling two different collections at once since I was working on a separate collection for my normal position at the Canaday Center. The fourth objective was a little harder for me to meet. However, I learned I could apply the skills I learned in Laboratory Methods to help ensure that I handle the collection correctly by following certain procedures and practices. Secondly, I realized I could use the practices I learned in Cultural Anthropology, such as cultural relativism. Then for the third, from a conversation with my supervisor, I learned there are other places archivists can work other than institutions like the Canaday Center, such as a private business.

I learned about the different software that archivist use by doing some outside research. I found many different types of archiving systems. What type of archive system you use depends on the type of archive, including other things to consider before determining which system to use. For the different techniques, I learned they vary on what type of material you are processing; for example, a newspaper is put in a plastic covering to keep it from ripping since newspapers are fragile. Lastly, I met the second objective by doing outside research on the different theories and methods specific to archiving. I found a couple of articles that discuss some of these theories and methods, such as Mintzberg's theories on organizational configuration to archival appraisal, Archival theory, and Archival method. As for how these theories and methods compare to anthropology, it was hard to tell, and I plan to do more research on archival theories and methods. I also found a book on archival theories and archival methods called *Research in the Archival Multiverse* that might help make these comparisons. However, some possible similarities between archiving and anthropology are the ethics which include working with historical artifacts and some of its procedures when processing artifacts.

This internship relates to my future professional and educational goals in multiple ways because I would like to have a career as an archivist or a digital archival librarian. The different ways include having more hands-on experience with processing collections and determining if this is still the direction I would like to pursue for my career. Also, it could possibly help me get into a master's program in Library and Information Science since I will have a better understanding of the field. Another way this relates to my future goals is because I get to use what I learned in Anthropology to develop the skills of an archivist.

I would say the internship went well and that I learned a lot about archiving. I managed to process most of the collection and found articles I will use for the historical sketch section of the finding aid. I learned to work on more than one collection at a time and about different systems and techniques used in archiving.

However, if I were to repeat this experience, I would spend more time on the other objectives mentioned in the proposal instead of focusing on the first and the last one. Even though I met the objectives specified in my proposal, I had issues meeting some of the objectives. I also had to do research for a couple of the objectives outside of the 120 hours to meet some of the other objectives in my proposal. So, if I were to redo this, I would make sure I had more research done to discuss these topics with my on-site supervisor and remember to make notes to refer back to them.

As for my weaknesses, problem-solving, patience, focus on completing, and certain objectives. When I am unsure of something regarding processing, I still tend to rely on my supervisor rather than trying to come up with a solution first. Also, this type of work requires a lot of patience since it can be very tedious. Generally, I am ok with this; however, I can get frustrated on occasion when working on the collection for several hours but only managed to get through a couple of folders. How much I get processed is partially due to the number of folders per box which varies greatly. As mentioned, I focused on certain objectives, making it harder to complete the other objectives specified in my proposal. Another issue I had was remembering to take notes during my conversations with my supervisor to refer back to them later.

I would say that some of my strengths during the internship were paying attention to details, organization, completing tasks without much supervision, and time management. I consider these my strengths because I managed to process most of the collection. I found errors in the original box and folder list and noticed a part of the collection needed to be re-boxed. Another strength was being organized since I managed more than one collection in the same work area.

Some of the strengths of my position at the Canaday Center are that I can get hands-on experience with processing collections and learn professional skills in the process. Also, the workplace itself is easy-going, flexible, and I enjoy working with my co-workers. However, a weakness is that I find it hard to network in the position I have currently. I would have to explore opportunities to network outside of my current position. Another weakness is that there are no opportunities to grow and advance at the Canaday Center or in the field in general with the education and the degree I have now, which is why I am planning on starting graduate school in the fall.

The recommendations I would give to a fellow student planning on doing a similar internship depends on their archiving experience. If the student did not have any experience in archiving, I would say that they should focus on learning how to process collections rather than focusing on specific theories, methods, or techniques. Secondly, if they plan on a similar career in this field, having these basics down will be important moving forward. However, if they have more experience with archiving, I would say to focus on the specifics of how to manage larger collections.

There are other recommendations I would give regardless of their ability in archiving. Remember to take notes outside of your journals since they could be important in the future. Remember to focus on the other objectives outlined in your proposal to make sure you are meeting them. Also, remember that this work can be very tedious and time-consuming depending on the collection, so try not to get frustrated if you have not processed as much as you think you should.

Now that I have completed my internship, besides learning more about the specific theories and methods of archiving, I am working on preparing for my graduate program in Library and Information Sciences. I am hoping what I learned from this internship will help with this.