

## **Internship at UTL – my experiences**

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Before speaking about my internship, I'd like to explain a bit about myself:

I'm studying information management in Hanover, Germany. It's a bachelor degree and takes 7 semesters (3½ years). In this program it's possible to take a focus in one area, in my case its academic libraries. As part of my study I have to do a 13-week internship in my last semester.

During my stay at UTL I've worked in 2 different departments (Materials Processing and ITS) and 2 branch libraries (Gerstein Science Information Centre and Engineering & Computer Science Library). I've also been in a few others, like the Royal Ontario Museum Libraries or the Thomas Fisher Rare Book Library, to learn more about their collections.

Every one of my work stations was very different and I always had interesting projects to do. Sometimes I could use what I learned during my studies, but in some areas the work was also different to what I knew from Germany.

### *Materials Processing:*

I had two different projects in this department. The first one was about improving access to electronic Abstracts and Indexes, the second about improving access to microfilm collections. I mostly worked with the microfilms.

These collections have one title and topic, under which different materials like journals and books, but also many others, are combined. The only other information in the main record is the number of materials in this collection, sometimes a broad subject term and if existing a reference to the printed guide. The collection title can be a narrow one, like "Newspapers from the Russian revolutionary era", so that you have at least an idea what is in there. But a title like "Women advising women" has to less meaning to be helpful in most cases. The goal of my project was that each item of the collection gets their one record. But as searching for each individually would be too time consuming (it would probably be as fast as cataloging everything from scratch), it was also a test if the amount of work and time is acceptable. For this project I used WorldCat and MarcEdit, in some cases I also had to check the original microfilms in Media Commons.

### *Information Technology Services (ITS)*

In ITS I learned about [Canadian Poetry Online](#) and helped migrating the data from the old HTML-based Webpage to a new Drupal site.

But my main task dealt with Northrop Frye, a former professor of U of T. Between 1980 and 1982 a series of 30 lectures had been recorded and had been adapted for TV. These videos (lectures and programs) were been digitized and ready to be uploaded to [Heritage University of Toronto](#). My task was not only to do so, but also add all the metadata, transcripts and "Teacher's Guides". It was also

important to link the 30 lecture videos with the connected 25 program videos, something that was not easy to figure out.

#### *Gerstein Science Information Centre*

During my time here, the new term started, which gave me the opportunity to assist/ shadow different instruction sessions. I also joined some librarians meeting, where I, amongst other things, learned something about the Canadian copyright.

But my main task at Gerstein was to create a [Pinterest page](#). Pinterest is a social media platform that works with pictures, these can be “pinned” (liked) by others and also commented on. First I searched in old medical books (that were out of copyright), for pictures of medical instruments to scan and upload. Later I created other folders, using book covers that are already in the library catalogue. One was about “Life in the Universe”, the topic of this years Toronto Science Festival.

#### *Engineering and Computer Science Library*

The engineering Library is the last part of my internship. My first project here was to create a short video, on how to find standards using a specific database. As software I worked with Adobe Captivate and the database was ASTM. The finished video was uploaded to [YouTube](#).

During my time at engineering a second project came up: the department of Materials Science and Engineering was celebrating their centenary on October 23 & 24, 2013. For this occasion it was decided to create a book display with publication by former and current staff.

Because the library has a huge screen outside their rooms, it was also decided to advertise the 100<sup>th</sup> birthday celebration and the display inside the library, there. I designed several screenshots and a QR-code for the screen.

Concluding, I can say that I really liked my time at UTL and that I learned a lot during my stay. Every one of my projects was different and challenging. Beside these projects I also went to several committee meetings and to some instruction sessions. It was also very interesting to see the new catalogue and hear what changes not only the librarians but also the patrons want. Doing my internship here was really a good choice and I’d love to come again.