**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
   1. Organize research and reference books according to the Library of Congress system
   2. Assign numbers to books according to the LOC system
   3. Enter books and library materials into the PastPerfect database
      1. Scan or photograph book covers
      2. Write complete descriptions of the book’s condition and content
   4. Create finding aids for quick reference and location
2. Photographs
   1. Scan photographic materials
   2. Catalogue the photographs into the PastPerfect database
      1. Ensure that numbers in the database match the assigned number on the photograph
      2. Write complete descriptions of the photograph
   3. Match previously scanned materials with existing finding aids
   4. Organize photographs per box location by object id number
3. Textiles
   1. Photograph historic costume and textile collection
   2. Catalog the textiles into the PastPerfect database
      1. Write complete descriptions of the textiles
      2. Attach digital images to catalog records
   3. Conduct historical research on the manufacture and age of the textiles
   4. Work with the collections committee and Executive Director to assemble a short catalog of the textile collections suitable for publication
4. Institutional archives
   1. Organize and re-file materials related to the history of the Laurel Historical Society
   2. Create finding aids for quick reference and location
   3. Cross-reference institutional materials with the archival holdings and collection materials
5. Digital curation
   1. Create a digital collection of files and materials for buildings within the historic district
   2. Upload scanned files to online storage space
   3. Re-attach missing images to records in the PastPerfect database
   4. Work on social media campaigns to highlight our collections and historical photographs and postcards
      1. Identify, scan, and save articles, advertisements, pictures, etc. from old newspapers suitable for re-posting for a “this day in history” post
      2. Write and schedule pictures and posts with historical facts and captions, especially ones that match local and national anniversaries or trending events
   5. Work on uploading and correcting content for our online database, PastPerfect Online