April 23, 2014

*Hours worked*: 6.75 (45 min. HR/General, 5.5 hours Reference, 30 min. Education & Programs)

*Total Hours*: 6.75

I started my day filling out my forms with HR and getting my photo for my badge as well as getting my lanyard and elevator card. I attended a training session on the photocopier and machine to put money on library cards. I then spent a large part of my day at the Reference Desk getting acquainted with the staff and with the layout of the reference area, from shelf order to quick tips. I also participated in training on the Book Scanners in preparation for the National Genealogical Society meeting. I met with Ginny Dunn, my supervisor in Reference, to go over expectations and paperwork for my internship, as well as to get a building tour. Finally, I met with Mark Howell, Education & Programs Manager, who is my supervisor for my social media and outreach portion of my internship.

April 28, 2014

*Hours worked*: 8 (Reference)

*Total Hours*: 14.75

Today, I spent the entire time in Reference doing a rotation around the different stations to acclimate to the libraries' offerings and collections. I began at the main Reference Desk, which will be my Monday placement, and worked with Bill, a reference librarian, going over the roles and duties at the desk. We discussed e-mail and mail questions, computer help (which seems to be the most often requested service), printing/copying, and the use of WorldCat for out-of-state questions. I then rotated to the Archives Reference and Manuscripts rooms, focusing on the library's extensive genealogical offerings. I was also walked through the process of materials request and servicing in the Maps room and then headed to Circulation to learn about book requests and card acquisition. I got some training in the Microfilm department, which is predominantly used for county and city birth, death and marriage records, along with other items such as land grants. I finished my day back at Reference Desk and learned the in-and-outs of our online catalog and how to request books from the closed stacks.
April 30, 2014

**Hours worked:** 8 (Education & Programs)

**Total Hours:** 22.75

Today, I spent my day working on a research assignment for Mark Howell. I reviewed state and national library and archives sites to look at and analyze their offerings specific to teachers and their social media presence, as a whole and teacher-centered. These results will be used in upcoming meetings to discuss suggested edits to the current web offerings from the department, and to plan for new materials, both web-based and in creating a wider social media presence.

I also began to review and organize the Virginia DOE state standards to create skills-sets and questions to promote more interaction with teachers and help to drive our first decisions as to time periods and Standards of Learning for focus.

May 5, 2014

**Hours worked:** 8.5 (Reference)

**Total Hours:** 31.25

Today, I participated as a volunteer/reference worker for the National Genealogical Society meetings and activities at the library. I worked two hours shifts in:

- Microfilm finding/filing and reader assistance
- General Reference - this focused heavily on assisting patrons/visitors with finding state and county abstracts, as well as offering directional advice
- Technical assistance with Card Cashier System/Photo Copier/Book Scanner
- Running the lift for Archives and Maps requests from the closed stacks

My experiences for the day were mixed. Overall, it was a great learning experience, and I did get to work my shifts with many other library employees who volunteered for the event. This included getting to know a State Records Archivist, the Senior Rare Book Librarian, the entire Access Services team, and the Director of Public Services and Outreach. All of this was extremely positive, but I did experience my first disgruntled patrons. There were many "regulars" who were very upset at having to wait for machines and books, and argued with following policies such as not re-filing the microfilm (we file to do counts each hour of reels used). It did give me insight into how important it is to enforce policies and rules ALL of the time, as if these patrons had been used to following rules, I would not have had to ask them to stop what they were doing. The conference also highlighted the issues with locating abstracts on one side of the building and the corresponding microfilm across the way. This became particularly frustrating for patrons as by the time they identified a reel and got back over to the microfilm, someone else had pulled it from the drawer.
May 8, 2014

Hours worked: 8 (Reference)

Total Hours: 39.25

Today, I participated as a volunteer/reference worker for the National Genealogical Society meetings and activities at the library. I worked in:

- Archives and Map Room Registration - helping patrons fill out forms, photocopying licenses, providing rules and instructions
- Microfilm finding/filing and reader assistance
- Technical assistance with Card Cashier System/Photo Copier/Book Scanner
- Circulation Desk and Lift

Today was a bit less hectic than Monday as the conference was in full swing and many of the heavy crowd situations from Monday disappeared as visitors spend their morning attending sessions. I thoroughly enjoyed my time with the Circulation Desk staff. This was perhaps the best training opportunity I have had this week, as I learned how to enter new patron data into the Aleph system, fulfill patron requests from the stacks, and update the library screen system alerting patrons to their books being available. It was definitely something I went straight home to add to my resume. The two days at NGS were actually a bonus for me, as originally, I was scheduled to miss this week due to an out-of-state training at work. Luckily for my internship, this was canceled, so I was able to spend much more time at areas not originally included in my internship plan. My Reference supervisor Ginny Dunn has really made me feel valued and welcomed, always letting me take on new challenges and responsibilities.

May 12, 2014

Hours worked: 7 (4 in Reference, 3 split researching for Development & Networking and Education)

Total Hours: 46.25

I worked my normal shift in Reference this morning. Nothing in particular changed other than an increase in directing patrons to abstracts and county records as there were still many genealogists in town from the conference the week before.

I spent my afternoon researching the Summer Feed program I will be helping to support/promote in Virginia Libraries as part of my work with Enid. I also worked on further research for my projects with Mark and the Education team, including finalizing my summaries of all of the previous research I had done. I also continued to work on the suggested social media
questions/topics and connections to our collections for proposed Education-focused social media posts/accounts at the library.

May 14, 2014

*Hours worked:* 7 (4 in Education & Programs, 3 in Reference)

*Total Hours:* 53.25

Education & Programs - My project wrap-up this morning was to analyze and review the LVA Education website offerings to compare to my research from earlier in my internship identifying education resources and social media efforts at the state and national library/historical society level. I then met with my supervisor mark Howell, our Education and Programs Assistant, our Education and Programs Coordinator and the Digital Collections Specialist to discuss outlets and implementation of social media and curriculum/lesson development to better connect and interact with teachers in and outside of Virginia. We discussed emphasizing two-way communication rather than the one-directional social posting that the sample sites reviewed use. We also discussed shifting away from full lesson plans to shorter, self-directed learning modules to be used during stations and enrichment periods in K-12 education. My presentation/ideas led Mark to then bring me to a larger meeting that added the Prints & Photographs Collection Coordinator and the Exhibitions Coordinator for a larger discussion of the new path for the Education team and its programs. We discussed a design overhaul of the site, and continued discussing topics from the previous meeting. My background in educational technology also led to being tasked with providing training for staff on the LVA Promethean board, so I spent the rest of my time refreshing myself and creating a quick start guide with links to further trainings. It looks like I will lead a staff training on this sometime in the next few weeks.

Reference - Since I am awaiting my start with Enid Costley based on scheduling conflicts, I spent the rest of my day back downstairs at the Reference desk. My special activities there today included compiling a list of city directories where we now own microfilm and would benefit from being moved to the closed stacks to preserve them. I also was trained on locating government documents, specifically Virginia Acts of Assembly. This was a process that was much more complex than I anticipated, and I was lucky to have a veteran Reference Librarian at the desk with me to walk me through the process. I then spent the rest of my time with run-off-the-mill questions and helping a patron with a job application.
May 19, 2014

**Hours Worked:** 4 in Reference

**Total Hours:** 57.25

I received official training today in how to access and manage the Ref-Desk e-mail account to begin to answer e-mail questions submitted by patrons and the general public. The first question involved a reference search for marriage record in Powhatan County. While we couldn't find the middle name the patron was hoping to confirm, we were able to give them a secondary listing for the date of the marriage. The second question was about camp newspapers from CCC camps in the 30s/40s, but with the limited information the patron had, we suggested they contact the National Archives for further information. Beyond those e-mails, much of my help was in directing patrons to abstracts and helping with job applications and computer issues.

May 23, 2014

**Hours Worked:** 2 in Development & Networking

**Total Hours:** 59.25

To make up for being out-of-state on May 21, I worked for two hours today on helping Enid Costley to edit for content, layout and interaction on the Summer Feed program sites. I reviewed her webpages for typos and content flow, and also streamlined links from other sites to include in future postings/e-mails. I was able to do these tasks from outside of the library, and hope that perhaps when other things come up under deadlines.

May 28, 2014

**Hours Worked:** 7 (3 in Education & Programs, 4 in Development & Networking)

**Total Hours:** 66.25

I met with Enid Costley in the morning to discuss my afternoon projects since she was going home for the day at 930. I was assigned the task of creating Pinterest boards for the 2014-15 Virginia Readers' Choice booklists for primary, elementary, middle and high school-aged readers. Given the lists of books and descriptions, I had to edit descriptions for length where needed, and write them from start to finish for the Middle school board. I also had to obtain book cover images for each of the selections, and create the boards from start to finish. The boards are available at:


For the Education & Programs Team, I presented a training on using the Promethean board. (See attached handout). We reviewed basic tools and interactions and best practices for making the resulting flipcharts accessible to users without the ActivInspire software. We also discussed goals for moving ahead with materials creation, focusing on formatting and branding of template design. I then met with the team to discuss the push towards primary source enrichment activities and moving away from the longer-format of lesson plans. This is a result of the meetings and decisions that happened on May 14th, and included a discussion of overhauling the entire Education team web presence. I was able to contribute not only ideas for connecting to National History standard eras, but also provide layout and design insight from the teacher and the webmaster perspective. Going forward, this seems to be a major project that I am hopeful will be added to my list of duties for this portion of my internship, or perhaps a position at the library, either as an employee or a contractor (fingers crossed).

June 2, 2014

*Hours Worked: 4* in Reference

*Total Hours: 70.25*

I was able to field my first semi-solo email questions today - responses were sent by me, but one of the Reference Librarians was kind enough to walk me through some of the research and response formatting. One of the things I learned today was that for extremely long/time-consuming questions, we try to direct questions, particularly those from out-of-state, to local libraries that have the same books and sources in their collections. For this, we found sources that had the plethora of details the patron wanted, and then used WorldCat to find the sources nearby. Ironically, Kent State Library wound up being where we directed the questioner (along with Cleveland Public Library). I also answered some questions which were follow-ups from earlier responses and forwards from the Archives Reference Desk. These included Ancestry.com and FamilySearch.org research, as well as marriage abstracts.

When the RefDesk became slow, I wound up moving over to the maps department to help locate some missing atlases, and am going to be able to do more map sorting/location on other slow Mondays.
June 4, 2014

**Hours Worked:** 8 (30 minutes Reference meeting, 3 hours in Education & Programs, 4.5 hours in Library Development & Networking)

**Total Hours:** 78.25

I started my day at a debriefing meeting from the National Genealogical Society week that was run by Mark (Education & Programs) and took place during regular Reference Team meeting times. The meeting was open to all employees, and we discussed what worked and what didn't. Much of the feedback was about the space and set-up issues and about having the Archivists better labeled.

I helped the Education & Programs team create deliverables packets for the upcoming Genealogy Event Series at the Library. I then met with the team to continue our website discussion about creating our Primary Source website for teachers. We reviewed the organization plan (era, theme, etc.) and discussed a potential layout I had designed. My design was received very positively, and the team is excited that I will still be with them when they meet with the Library's web developer to address coding, meta-tagging, etc. We also discussed layout for materials for the upcoming Brown Institute and having participants from these sessions help create and guide our new primary source offerings. It was a great boost for my professional pride to have my design and organization ideas go over so well with the team. I am extremely happy being in that department, and think it is the perfect bridge between my library work, current web career, and teaching background.

In the afternoon, I met with Enid Costley to get more projects rolling for Library Networking and Development. I composed letters to send to library directors around the state to encourage them to join the Summer Food program as host sites, and to thank those that already had. These letters list me as the contact person, so I am interested to see what response we get. Half were mailed out today, and I am finishing the rest on Monday. I also composed a letter for Enid to send out providing information on the Library's Coaching program for public libraries around the state, and compiled information to go along with them. My final assignment from the meeting, which will be worked on next week, is to correct the auto-captions that YouTube has provided for a video series.

June 9, 2014

**Hours Worked:** 7.5 (30 minutes in Education & Programs, 4 Hours in Reference, 3 hours in Library Development & Networking)

**Total Hours:** 85.75

My day began with answering a chain of e-mails from the E&P team in regards to deciding on themes and eras for our Primary Sources web project. This definitely encouraged me to check my e-mail on Thursdays after our team meetings, since that seems to be when Mark likes to take
the next steps. I then worked my normal shift at the Reference desk. Part of my new work assignment here for when the desk is fully-manned and we are slow is to shelf organize our Map Room and find maps that have been misplaced or miss-shelved (in drawers). I completed one unit of drawers, and it has given me better insight into not only our collections, but into the shift from Dewey to LOC cataloging since the folders have both sets of information on them. During my lunch hour, I was given a tour of the Special Collections/Prints and Photographs department from my Johns Hopkins classmate. This was a great experience for someone with a museum degree, and it was a revelation to see how much the LVA really has for patrons to view. I finished my day working on completing the Summer Feed mailings and beginning to take a look at the captioning project for Development & Networking.

June 11, 2014

**Hours Worked:** 8 (1 hour in Reference, 1.5 Hours in Staff Meetings, 5.5 hours in Library Development & Networking)

**Total Hours:** 93.75

I attended my first Reference Department meeting today. We discussed committees for strategic planning and the results of the proposals already presented. The main conclusion for the Planning committee was to offer the "Right Things in the Right Place." There was discussion of having Circulation Desk staff function as a triage of sorts to better direct researchers and library visitors. They also discussed making Inter-library loan its own department again, and streamlining the registration process for patrons accessing maps, manuscripts and prints/photos. Ginny's plan of having me assist with weeding has been put on hold as the committees continue to meet to write new policies. I also met with Ginny to discuss progress and touch-base about my time in Reference.

I met with Enid to wrap up the Summer Feed and Coaching letter projects. My new task is to convert the Early Literacy Activity Center webpage into Pinterest boards. This took much of the rest of my day, and will extend into a few more days at the library. We also discussed the captioning project she had mentioned. I explained the need for edits beyond her original request if the captions are to be ADA compliant. We met with the webmaster Jason Roma to discuss account access, and the project is currently on hold awaiting tech team decisions.

I met with Audrey McElhinney, Senior Rare Book Librarian, to discuss adding some work/time in the Special Collections wing. We discussed having me trained in what the Library has in these departments, and in working on their long-term Broadside digitization project.

I was able to attend an LVA Forum meeting (entire staff) where the new foundation director was introduced and the Director of Public Services and Outreach gave a synopsis of the results from NGS. We also got training on EventBrite and on the new Tech help pages.
June 16, 2014

**Hours Worked:** 3 in Library Development & Networking

**Total Hours:** 96.75

Since the parking deck was closed due to a conference, my supervisors gave me the day off. I was able, however, to get work done on the Pinterest board project for Enid. I also had my Skype meeting with Dr. Boon today, discussing progress on projects and leaving the Library Development & Networking Department. I will finish the Pinterest project in time for my final meeting with Enid.

June 18, 2014

**Hours Worked:** 7 in Education & Programs

**Total Hours:** 103.75

Today I worked exclusively with the Education & Programs department to begin product/curriculum development for the upcoming Anne and Ryland Brown Teacher Institute. The theme for the institute is teaching about tough topics, particularly focusing on African-American history and Anglo-Indian interactions in Virginia. I got an overview of the program and goals. I was tasked with identifying primary source materials in the library’s collections related to these topics. I then developed a handout template to provide for teachers and added the images and context for each item selected. There were a few items where I contacted the team for context assistance.

June 19, 2014

**Hours Worked:** 2 in Education & Programs

**Total Hours:** 105.75

I worked from home today to add some more documents to my Brown Institute handout collection based on specific collection items requests from the Education & Programs team.

June 23, 2014

**Hours Worked:** 8 (4 in Reference, 2 in Special Collections, 2 in Networking and Development)

**Total Hours:** 113.75

I worked my regular Reference Desk shift today. Working with one of the Reference librarians, I answered the majority of the e-mail reference questions that came in during my shift. I also
learned more about our collections and how to do specific genealogical and geographical research based on the library’s collections. I did learn the tough lesson that sometimes we just can’t answer the question asked, particularly when patrons are looking for locations that do not exist in a labeled fashion on ANY of our extensive maps. I did have an “at desk customer” who pulled up a chair and watched me do the research for him. He was an older gentleman doing research for his wife on Pocahontas, as she is a descendant. It was entertaining to watch him get excited about internet searches and the books we had on hand for him. I made his day by printing out some public domain images of Pocahontas and John Rolfe. Apparently, he is a regular who loves interacting with the Reference team. I was glad to get to be there on a day he visited.

I had my first session in Special Collections today. Audrey gave me an overview of how the Rare Books and broadside collections are managed, including going over the process she just went through at the Book Fair held at LVA to acquire some new items. One item was the full book that matched a broadside we already had in the collection, so it was a great find. We selected out first set of broadsides to prep for conservation (where needed) and digitization. I then met with one of the members of the photography department to turn in the official work request form Audrey and I filled out. Over the next few weeks, I should get to interact more with the photography department as well as the conservation team. It was a great connection to my library work and my past museum work.

Finally, my scheduled work with the Education & Programs department was delayed when a Virginia delegate called asking for a last minute tour. I used the rest of my time to continue to wrap up the Pinterest project before I meet with Enid on Wednesday to end my work in that department.

June 24, 2014

**Hours Worked:** 2 in Networking and Development (at home)

**Total Hours:** 115.75

I took some time at home to complete the Pinterest project for Enid so I can officially “turn it in” tomorrow and end my work with her department. I have prepared my updated schedule to share with my remaining three supervisors.
June 25, 2014

**Hours Worked:** 9 in Education & Programs (8 in building, 1 at home)

**Total Hours:** 124.75

Today I worked exclusively with the Education & Programs department to complete product/curriculum development for the upcoming [Anne and Ryland Brown Teacher Institute](#). I started the day at home, catching up on requests e-mailed to me yesterday and updating those files. In the morning, I met with Catherine and Adrienne to work on database/web design for an upcoming Jefferson lesson while we waited for Mark to finish with his morning meetings.

I spent the rest of the day editing and adding to my documents, as well as making secondary versions formatted just for student use. I then converted everything to PDFs and prepped the flash drives that will be handed out at the conference on Friday. I am disappointed that my commitments for the week at work prevent me from attending the event, but am very excited to have had such a large role in materials development and prep. The extra responsibilities and projects that have stemmed from my initial work with Mark’s team have been wonderful, and I can safely say this is my favorite part of my internship as far as connecting to my past life as an educator.

I met with Enid Costley to close out the Library Networking and Development portion of my internship, and will be transitioning those hours into further work on current projects and taking on more responsibilities in Special Collections/Rare Books.

June 30, 2014

**Hours Worked:** 6.5 (4 in Reference, 2.5 in Special Collections)

**Total Hours:** 131.25

Today I worked my normal Reference Desk shift. I was assigned to work on the e-mails that had come in, and worked with Bill, the most veteran Reference Librarian, to help guide some of my research and he was kind enough to review my answers before I submitted them.

I spent my afternoon in Special Collections. Audrey and I met to go over the scope of the projects I would be working on. One of my first assignments will be to curate the display case in the Special Collections Reading Room on Wednesday. We worked together to identify more broadsides for potential conservation and for digitization. We also selected photos from the collections to be included in an upcoming video production of "What is the Library of Virginia?"
July 2, 2014

**Hours Worked:** 8 (1 in Reference, 5.5 in Education & Programs, 1.5 in Special Collections)

**Total Hours:** 139.25

My day began with a Reference Staff meeting where we discussed the overall service model plan that has been proposed, and the need for more staff if we are to implement a more proactive model. I also met with Ginny to begin work on reviewing the "Published Resources for Genealogical Research" guide available on the website to suggest edits/additions.

I spent the majority of the rest of my day creating materials for the Education & Programs upcoming Primary Sources webpage. My first assignment was to analyze primary source documents selected by Mark for their viability in classroom use. I added comments and suggestions, as well as links for reference to each document, and then met with Mark to discuss my notes. From there, I placed one of the documents into our web template to go over formatting needs. I was then tasked to do the same for image sources.

In Special Collections, I went through the volumes of *American Ornithology* to select the next image for the Special Collections Reading Room display case. I then did some research on my selected Roseate Spoonbill to compose the informational card that accompanies the display. This led to discussions about using images from these volumes on the Library’s social media platforms to promote Rare Books.

July 7, 2014

**Hours Worked:** 8.5 (4 in Reference, 1.5 in Education & Programs, 3 in Special Collections)

**Total Hours:** 147.75

I started my day prepping templates for the Education & Programs web page to share with Catherine Wyatt so we could work on them together while Mark and Adrienne were out of town at the Southwest Va. Brown Institute.

I then worked my normal shift at the Reference Desk. I was again in charge of the e-mail inbox for the department, with guidance from Bill.

In Special Collections, I met with Audrey and Leslie, our Conservator, to go over broadsides we had selected for potential conservation. We discussed the overall conservation process, as well as needs specific to the broadsides Audrey and I had identified. After that meeting, I continued to work on selecting broadsides for digitization and conservation, along with re-shelving items that had returned from digitization. Audrey also approved my idea to work on developing social media posts for some of our Rare Book illustrations.
July 9, 2014

**Hours Worked:** 8 (1 in Reference, 4 in Education & Programs, 3 in Special Collections)

**Total Hours:** 155.75

My morning consisted of work with the Education & Programs Department to go over our web goals for the Primary Sources project. We met with the webmaster Jason Roma to discuss options based on my original PowerPoint Template as well as an HTML version I had put together to show the flow and design we were hoping for. We discussed the likelihood of using either a database template Jason would build or the existing Omeka system to be able to update at will without needing code. Either choice seems to lead away from our specific design in slight ways. We will be meeting again with Jason in August to go over his thoughts on what will work best for our needs. After the web meeting, I designed the Excel template we will be using to keep our materials and worked with the team to assign eras based as much as possible on interest. I was able to get my preference of The Great Depression and World War II by agreeing to do 1945-current day as well, since no one on the team loves modern history. I also became the contact point for asking Jason specifics about connecting our materials to currently digitized items from the collections.

I helped out in the Maps department (part of Reference) again organizing and relabeling drawers as necessary.

For Special Collections, I developed a social media campaign for two of our Rare Books - American Ornithology and Encyclopedia Londinensis. I selected images, matched them to hashtags, and wrote captions to pitch to our Facebook lead. Audrey reviewed my plans and we submitted them in a meeting to Sonya who heads the Facebook page and most of our social media efforts. She liked our pitch and is working with the shop to offer a 10% #FowlFeelings discount to match with my Ornithology post calendar.

July 14, 2014

**Hours Worked:** 8 (4 in Reference, 2 in Education & Programs, 2 in Special Collections)

**Total Hours:** 163.75

My normal Reference work included answering e-mails and doing a bit of printer/copier assistance for patrons.

In Special Collections, I continued to identify broadsides for upcoming digitization and conservation. Audrey and I also examined some German-language Rare Books I was interested in using for more social media posts as I continue to volunteer into the fall. The books are primers with wonderful animal illustrations and letter charts. We discussed having a “Back to School with Rare Books” post series. I also identified more items from American Ornithology since Sonya had requested a larger group of images to also use on Google Gallery and Pinterest.
For Education & Programs, I continued my work on selecting and documenting information for my assigned eras for the Primary Source project.

July 16, 2014

Hours Worked: 8 (1 in Library Meeting, 4.5 in Education & Programs, 2.5 in Special Collections)

Total Hours: 171.75

For Education & Programs, I continued my work on selecting and documenting information for my assigned eras for the Primary Source project. This is also including beginning to identify broadsides to add for digitization that I want to include. Audrey has kindly agreed to let the Education department request specific items for this project, and I was happy to serve as a liaison between the departments. I also met with the Education team and Sonya to discuss Omeka further to see if the program will work for our upcoming web project, particularly focusing on the limitations for layout and design.

In Special Collections, I continued to identify broadsides for upcoming digitization and conservation. Audrey and I met again to discuss what our priorities were for conservation – brittle, discolored, cracks, tears, missing pieces, etc. I also worked on formatting my social media posts in CSV format according to the parameters set by Sonya for the Google Gallery upload.

I attended a Brown Bag Lunch to learn about what LVA representatives learned and brought back from ALA. Audrey and I had previously discussed her findings at the pre-conference for Rare Books and Manuscripts.

July 21, 2014

Hours Worked: 8 (3.5 in Reference 1.5 in Education & Programs, 3 in Special Collections)

Total Hours: 179.75

My normal Reference work again included answering e-mails and doing a bit of printer/copier assistance for patrons. I have enjoyed this part of my internship thoroughly, and it has given me a lot of opportunities to learn the common needs of our patrons and get a better idea of our genealogy and microfilm collections.

In Special Collections, I continued to identify broadsides for upcoming digitization and conservation. I also created a spreadsheet to start tracking our large conservation order, which we are taking to the Greensboro lab on Aug. 20. Audrey and I also worked to pull together documentation for my portfolio. In the morning, we also met with Sonya to finalize the schedule for the American Ornithology Facebook posts, which I will finish scheduling on Thursday.
For Education & Programs, I continued my work on selecting and documenting information for my assigned eras for the Primary Source project.

**July 24, 2014**

**Hours Worked:** 8 (4.5 in Education & Programs, 2.5 in Special Collections, 1 internship paperwork/meetings)

**Total Hours:** 187.75

For Education & Programs, I continued my work on selecting and documenting information for my assigned eras for the Primary Source project. I also met with Catherine and Adrienne to work on some organizational planning for e-mails, project documents and the shared folders. I will be coming back through the fall as a volunteer to continue work on all of these projects.

In Special Collections, I continued to identify broadsides for upcoming digitization and conservation. Audrey and I also worked on photographing some of our work for my portfolio and went over paperwork requirements. She did a final review of the Facebook posts, which go live July 29th at 9:30am.

**July 28, 2014**

**Planned Hours:** 8 (4 in Reference 2 in Education & Programs, 2 in Special Collections)

Last day at RefDesk and answering e-mails

Continue compiling materials/information for Primary Sources Project

Begin to document conservation needs for selected broadsides

**Total Hours:** 195.75

**July 30, 2014**

**Planned Hours:** 6 (4 in Education & Programs, 2 in Special Collections) (Celebration lunch)

**Total Hours:** 201.75

Continue compiling materials/information for Primary Sources Project

Continue to document conservation needs for selected broadsides and work on more Architecture posts
TOTAL HOURS: 201.75
Reference: 76.5
Education & Programs: 67.5
Special Collections: 23.5
Development & Networking: 27.5
HR & Library-Wide Meetings: 6.75