Practicum/Intern Opportunity  
Summer or Fall 2013  
National Park Service  
Heritage Documentation Programs, HABS/HAER/HALS  
1201 Eye Street, NW (near Metro Center)  
Washington, DC 20005

Description:

Heritage Documentation Programs (HDP), part of the National Park Service, administers HABS (Historic American Buildings Survey), the Federal Government's oldest preservation program, and companion programs HAER (Historic American Engineering Record), HALS (Historic American Landscapes Survey). Documentation produced through the programs constitutes the nation's largest archive of historic architectural, engineering and landscape documentation. Records on over 40,000 historic sites, consisting of large-format, black and white photographs, measured drawings, and written historical reports, are maintained in a special collection at the Library of Congress, available to the public copy-right free in both hard copy (in the Library of Congress) and electronic formats (via the Library of Congress website: http://www.loc.gov/pictures/collection/hh/).

HDP conducts a nationwide documentation program in partnership with state and local governments, private industry, professional societies, universities, preservation groups, and other Federal agencies. The program assigns highest priority to sites of national significance that are in danger of demolition or loss by neglect, and to National Park Service properties. In addition to the summer recording program, documentation enters the Collection through mitigation activities under appropriate sections of the National Historic Preservation Act of 1966, submissions in prize competitions, and donations.

Work description and specific tasks:

The late Jack Boucher, preeminent HABS photographer for over 40 years, left HDP with a backlog of photographic documentation that needs to be cleaned, catalogued, and transmitted to the HDP collection at the Library of Congress. Duties associated with these tasks include:

- Identifying the photographs and the properties being documented
- Working with Library of Congress and/or National Park Service conservators to clean and mitigate damage to the negatives that have been stored in less than ideal conditions
- Cataloguing photographs, including adding them to the HDP Filemaker database, captioning, and adding other metadata
- Digitizing the photographs
- Printing archival inkjet prints from scans
- Preparing photographic documentation for transmittal to the Library of Congress

Opportunities for the student:

The student will gain exposure to a world class archive of architectural, engineering, and landscape documentation compiled by the Federal government’s oldest historic preservation program. Documentation is produced to standards initially developed by HABS and that later became The Secretary of Interior's Standards for Architectural and Engineering Documentation,
and students will gain exposure to the Secretary’s Standards. These standards serve as a model for documentation programs worldwide. The student will also gain experience in many facets of collections management and curatorial practices, from cleaning physical negatives, to cataloguing, to digitizing.

**Special Stipulations:**

The intern should be working towards a degree in Library Science, Museum Studies, Historic Preservation, or History and looking to gain collections management experience. The intern should have basic computer literacy and a strong attention to detail, and will be expected to handle fragile materials carefully. Students will not receive any wages for work completed, but course credit arrangements are possible, depending on college/university requirements. Work products will become the property of the federal government, but may be presented for course credits. Students must go through a background check, which usually takes about 6-8 weeks, to get access to government computers and facilities.

**Contact Information:**

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