



# Gateway to Archival Internships Network Directory 2018

The Gateway to Archival Internships Network (GAIN) is a service offered through the Association of St. Louis Area Archivists (ASLAA) to alert students to internship, practicum, volunteer, and networking opportunities at archival and cultural institutions in the St. Louis area. The GAIN Directory contains participating institutions that briefly describes the types of projects and collections that each facility offers and who to contact for more information. Please distribute the GAIN Directory widely to students, faculty or staff that you think would be interested. Contact ASLAA at [stlarchivists@gmail.org](mailto:stlarchivists@gmail.org) for more information on the GAIN program and directory.

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## Archdiocese of St. Louis

### About the Institution and Its Collections

The Archdiocese of St. Louis Archives collects, preserves, and makes available the historical records of the offices, missions, parishes, and schools of the Archdiocese.

#### Opportunities Offered

Internship  
Practicum  
Volunteer  
Informational Interviews

#### Project Types

Processing  
Digitization  
Data entry/indexing  
Preservation/conservation  
Creating finding aids  
Social media

#### Schedule Availability

Monday-Friday, 8:30AM-4:30PM. Special after-work hours could be arranged on occasion, but not on a weekly basis.

#### Contact

Rena Schergen  
[renaschergen@archstl.org](mailto:renaschergen@archstl.org)  
314-792-7026

#### Detailed Information

We have a wide variety of projects that an intern could undertake for hands-on archival experience. Help us photograph and inventory paintings; process and preserve photographic negatives; digitize cassette tapes; photographs or manuscripts; arrange and describe orphanage records; organize and catalog our small in-house library; and more - just ask!

## Archives & Museum of Optometry

### About the Institution and Its Collections

The AMO is the corporate archives for the American Optometric Association its allies and affiliates. It includes ~2,000 cubic feet of archival materials and ~2,000 cubic feet of museum objects collected by the American Optometric Association during the course of the last 100 years. Materials include organizational records, publications, sound recordings, moving and still images, manuscripts, art, ephemera, diagnostic and therapeutic instruments and commemorative memorabilia. The collection focus is on the profession, science and academic discipline of optometry and vision care.

#### Opportunities Offered

Internship  
Practicum  
Volunteer

#### Project Types

Processing  
Digitization  
Data entry/indexing  
Preservation/conservation  
Creating finding aids  
Social media

#### Schedule Availability

Monday-Friday, 9:00AM-3:00PM

#### Contact

Kirsten Hebert  
[khebert@aoa.org](mailto:khebert@aoa.org)  
314-983-4136



## Becker Library, Washington University

### About the Institution and Its Collections

The Becker Archives specializes in collections that document the history and development of the Washington University School of Medicine and its affiliated hospitals and research institutions. The collections include administrative records of the School's departments, programs, and affiliated institutions; as well as faculty papers, photographs, artifacts, and oral histories.

### Opportunities Offered

Internship  
Practicum  
Volunteer

### Project Types

Social media  
Creating finding aids  
Preservation/conservation  
Data entry/indexing  
Digitization  
Processing

### Schedule Availability

Monday-Friday, 9:00AM-5:00PM

### Contact

Stephen Logsdon  
[arb@wusm.wustl.edu](mailto:arb@wusm.wustl.edu)  
314-362-4236

### Detailed Information

Only one position is available for accepted applicants per spring, summer, and fall semester with each position serving a 2-6 month term. Duties may include: 1) Arranging and describing archival collections according to recognized professional standards, 2) Compiling collection content lists and finding aids, 3) Inputting collection information into the library's archives management system, 4) Assigning metadata for content in the library's digital repository, and/or 5) Researching and contributing to online exhibits and social media platforms.

All accepted applicants will receive training in archival arrangement and description, gain knowledge of best practices in archives management, learn preservation and conservation techniques, and will be introduced to archives management software. All applicants must have strong clerical skills, proficiency with grammar and sentence composition, and familiarity with Microsoft Office. Additionally, applicants should have excellent organization and analytic skills, with strong attention to detail. Strong interpersonal skills and excellent oral and written communication skills are also desired. All applicants must also show appropriate judgment and discretion while working with sensitive materials.

Preferred applicants will have completed some training in archives administration, and will have some knowledge of archival management practices and standards. Student applicants wishing to secure an internship for course credit are strongly preferred.



## Bellefontaine Cemetery and Arboretum

### About the Institution and Its Collections

Founded in 1849 the cemetery has an archive which continues to grow. Beginning projects are being done for digitization and preservation.

### Opportunities Offered

Volunteer

### Project Types

Creating finding aids

Exhibit installation

Digitization

Preservation/conservation

### Schedule Availability

Open 365 days a year, 8:00 AM to 5:00 PM.  
Focus for volunteers would be weekdays, but once orientation is complete volunteers could do week ends.

### Contact

Daniel Fuller

[dfuller@bcsstl.org](mailto:dfuller@bcsstl.org)

314-402-3606

## Federal Reserve Bank of St. Louis

### About the Institution and Its Collections

The Federal Reserve Bank of St. Louis Archives collects primary source materials and artifacts for the purpose of preserving and interpreting the history of the Federal Reserve Bank of St. Louis and the branch institutions of the Eighth Federal Reserve District.

#### Opportunities Offered

Internship  
Practicum  
Informational Interviews

#### Project Types

Processing  
Digitization  
Data entry/indexing  
Creating finding aids  
Social media  
Digital preservation

#### Schedule Availability

Monday-Friday, approximately 8:00AM-5:00PM

#### Contact

Pamela Campbell  
[pamela.d.campbell@stls.frb.org](mailto:pamela.d.campbell@stls.frb.org)  
314-444-8907

### Detailed Information

Projects may be related to two distinct areas:

- 1) The Archives, which includes written or printed materials (including manuscripts, books, monographs, pamphlets, speeches, documents, et al); websites; electronic materials; data; photographs, photographic negatives and other visual materials; maps; audio and visual tapes; recordings and other oral history materials; artifacts of cultural, historical or technological significance; blueprints and drafting papers; and other types of materials.
- 2) FRASER, the free public digital library of the Federal Reserve Bank of St. Louis. FRASER's mission is to safeguard and provide access to economic history—particularly the history of the Federal Reserve System. To this end, FRASER has been developed into a mixed subject and institutional repository that preserves and provides access to economic and banking data and to policy documents relevant to economic and financial history. Our collection includes analog materials digitized by FRASER staff, analog materials digitized by others specifically for the FRASER collections, analog materials digitized by other parties and of which FRASER has obtained digital copies, and born-digital materials

## Franciscan Province of the Sacred Heart Archives

### About the Institution and Its Collections

The Franciscans are an Order of Religious Men who dedicate their ministries towards helping the poor. Our collections focus on the friars and the areas around the United States and countries in which they minister.

#### Opportunities Offered

Practicum  
Volunteer

#### Project Types

Processing  
Digitization  
Data entry/indexing  
Creating finding aids  
Social Media

#### Schedule Availability

Monday-Friday, 8:00AM-4:00PM

#### Contact

Mrs. Denise Thuston  
[thuston@thefriars.org](mailto:thuston@thefriars.org)  
314-655-0523

## Jesuit Archives: Central United States

### About the Institution and Its Collections

Religious archive focused on the history of the Society of Jesus in the United States.

#### Opportunities Offered

Informational Interviews

Other: Hoping to expand into other opportunities once in our new location.

#### Schedule Availability

Monday-Friday, 8:30AM-4:30PM with break  
for lunch.

#### Contact

Administrative Assistant  
[jarcadmin@jesuits.org](mailto:jarcadmin@jesuits.org)  
314-376-2431



## Maryville University

### About the Institution and Its Collections

The collection consists of the records of Maryville University (1872- ), ca. 60 lin. ft., including records of faculty, staff, students, alumni files, institutional records, photographs, and student publications. Except for the Dowling Papers, the collection has received only preliminary organization. Edward Dowling, S.J., Papers, (1900-1960) ca. 36 lin. ft. Consists of correspondence, manuscripts, photos, and documents on Alcoholics Anonymous, Cana Conference, Recovery Inc., and other projects of Fr. Dowling.

### Opportunities Offered

Informational interviews

### Schedule Availability

Flexible

### Contact

Emma Prince  
[epince1@maryville.edu](mailto:epince1@maryville.edu)  
 314-529-9194

## Missouri Civil War Museum

### About the Institution and Its Collections

This organization currently houses approximately 1000 military artifacts, primarily Civil War artifacts, and over 10,000 Civil War-related books and documents. The collections grows monthly. A focus, is to have a backup paper file for every Missouri Civil War soldier, or any Civil War veteran who served in, or is buried in Missouri. Other archival and preservation projects are in the works.

### Opportunities Offered

Internship  
 Volunteer  
 Information interviews

### Project Types

Please contact for more information.

### Schedule Availability

Daily 9:00AM-5:00PM, including weekends

### Contact

John Maurath or Mark Trout  
[jmaurath@mcwm.org](mailto:jmaurath@mcwm.org)  
 314-845-1861

### Detailed Information

Since we are a new organization (3 years old), we are developing projects as we are able. The volunteer needs to be open to performing all sorts of tasks, including cleaning restrooms to handling priceless artifacts.



## Missouri History Museum

### About the Institution and Its Collections

The Missouri History Museum collects books, documents, photographs, objects and film regarding the history of St. Louis.

#### Opportunities Offered

Internship  
Volunteer  
Informational Interviews

#### Project Types

Creating finding aids  
Data entry/indexing  
Digitization  
Processing

#### Schedule Availability

Monday-Friday, 9:00AM-5:00PM

#### Contact

Molly Kodner  
[mkodner@mohistory.org](mailto:mkodner@mohistory.org)  
314-746-4518

## Missouri Pacific Historical Society

### About the Institution and Its Collections

Our archives preserve the corporate history of the Missouri Pacific Railroad and its predecessor and subsidiary railroads. Collection contains photos and documents related to railroad operations.

#### Opportunities Offered

Internship  
Volunteer  
Information interviews

#### Project Types

Processing  
Digitization  
Data entry/indexing

#### Schedule Availability

Some digitization work can be done remotely from home  
Tuesday, Thursday-Sunday with fluctuating schedule

#### Contact

David Huelsing  
[archivist@mopac.org](mailto:archivist@mopac.org)  
314-954-5335

### Detailed Information

We have an extensive digitizing project in place, as well as opportunities to work with the collection in St. Louis at our new facility. Candidates interested in railroads/transportation history, modeling, and engineering would be most interested in these projects.





## Missouri State Archives – St. Louis

### About the Institution and Its Collections

The Missouri State Archives-St. Louis works to preserve and make accessible via microfilming, digitization, indexing, and onsite reference services the case files and record books of the St. Louis Circuit Court, 1804-1875. Projects for interns are keyed to compiling research guides or indexes relating to a broad or specific series of records. Examples include civil and criminal index books, 1866-1876; divorces, 1840-1850; index to freedom suits, applicants for free negro licenses, and orders for sale from the Probate Court.

### Opportunities Offered

Internship  
Practicum  
Volunteer  
Informational interviews

### Project Types

Processing  
Data entry/indexing  
Exhibit installation

### Schedule Availability

Monday-Friday, 8:00AM-5:00PM

### Contact

Dr. Shelly J. Croteau, C.A.  
Assistant State Archivist  
[shelly.croteau@sos.mo.gov](mailto:shelly.croteau@sos.mo.gov)  
573.751.4303

### Detailed Information

Candidates must complete a background check and an application through Dr. Croteau for the main State Archives and for the branch in St. Louis. Work would be done with Michael Everman, CA, Archivist for Local Records Program at the Carnahan Courthouse, 1114 Market Street, Room 245, St. Louis MO 63101. His contact information is [Michael.Everman@sos.mo.gov](mailto:Michael.Everman@sos.mo.gov) and 314-588-1746. He also offers presentations to classes about court records, historical research or archival basic principles and practices.



## Monroe County History Museum

### About the Institution and Its Collections

Museum opened in 2008 with one gallery based on the Col. Edd Kueker gifted collection including transportation, Military artifacts from several wars, commerce and western artifacts - saddles and dioramas. There are permanent and yearly changing exhibits in various parts of the three galleries totaling approximately 8,500 sq.ft. There is a General Store from 1900s, diorama and artifacts from the private Allscheid Rock Shelter explored by archeologists from Washington University. There are currently two automobiles on loan (1917 & 1955) as well as a bedroom set from IL Governor's Mansion and several other items. Hundreds of items have been donated like the late 1800s Decker piano. We also have a presentation area with 50 chairs on the floor at all times. The next program is November 19 & 20, 2016 on the Civil War and "From Tablet to Tablet" on Dec. 11th both at 1:30. The museum a nonprofit located at 724 Elaine Drive in Waterloo. It is on Facebook and the website is [www.monroecountyhistorymuseum.org](http://www.monroecountyhistorymuseum.org).

### Opportunities Offered

Volunteer  
Informational Interviews  
Other: Internships for portfolio-building.

### Project Types

Data entry/indexing  
Preservation/conservation  
Creating finding aids  
Social media  
Exhibit installation  
Media, marketing and outreach

### Schedule Availability

Saturdays and Sundays, 12:00PM-3:00PM. April through mid-December.

### Contact

Norma Reheis, President  
[njreheis@hotmail.com](mailto:njreheis@hotmail.com)  
618-514-1628

### Detailed Information

We are looking for creative ideas for organizing artifacts, marketing, fundraising, videos for smart TV use, improved signage and possibly moving from paper to digital.

## Museum of Transportation

### About the Institution and Its Collections

The Museum of Transportation is dedicated to the preservation and documentation of the history of transportation and its continuing impact on the St. Louis Metropolitan area and North America. The Museum's Library & Archives collections contain a wide range of primary and secondary research collections from major railroads, transit companies, and transportation-related manufacturers that served the region, maps, prints, mechanical and engineering drawings, film, and ephemera.

### Opportunities Offered

Internship  
Volunteer

### Project Types

Processing  
Digitization  
Data entry/indexing  
Creating finding aids

### Schedule Availability

Monday-Friday, 9:00AM-2:00PM

### Contact

Teresa Militello  
[tma.teresa2@gmail.com](mailto:tma.teresa2@gmail.com)  
314-821-1190

## National Archives & Records Administration, St. Louis Preservation Programs

### About the Institution and Its Collections

The National Archives at Saint Louis is co-located with National Personnel Records Center and houses the personnel records of military servicemen and Civilian personnel from ca. the 1890's to the present. The Preservation Program is tasked with preserving these holdings for as long as possible. The holdings are primarily paper-based, but also contain some photographic and electronic media.

### Opportunities Offered

Internship  
Volunteer

### Project Types

Data entry/indexing  
Preservation/conservation  
Social Media

### Schedule Availability

M-F, 6:00AM-6:00PM

### Contact

Marta O'Neill  
[marta.oneill@nara.gov](mailto:marta.oneill@nara.gov)  
314-801-0907



## Nestle Purina PetCare Company

### About the Institution and Its Collections

The NPPC Archives is a corporate archive that seeks to identify, preserve, and provide access to historical materials to Purina employees. Holdings include: advertisements, packaging, promotional materials, photographs, merchandising materials, and company publications. The archives collects materials related to the Ralston Purina Company (1894-2001), Nestlé Purina PetCare Company (2001-present), pet food brands acquired by Nestlé Purina, and company founder William H. Danforth and his family.

### Opportunities Offered

Information interviews

### Schedule Availability

Monday-Friday, 8:00AM-4:00PM

Please make an appointment in advance.

### Contact

Susan Anderson-Bauer

[susan.anderson-bauer@purina.nestle.com](mailto:susan.anderson-bauer@purina.nestle.com)

314-982-1992

## St. Charles County Historical Society

### About the Institution and Its Collections

Founded in 1956 to preserve the rich history of the county, the Society later merged with the St. Charles County Genealogical Society in 2009 and the mission expanded to include the preservation of the genealogical records of the county. Patrons and visitors to the Society can view records and hear stories of people, places, and events that have occurred in the county. A large number of the early city and county records are located at the Archives. Collections include manuscripts, judicial records, family files, maps, photographs, and more.

### Opportunities Offered

Internship

Volunteer

### Project Types

Exhibit Installation

Social Media

Creating Finding Aids

Preservation/conservation

Data entry/indexing

Digitization

Processing

### Schedule Availability

Monday, Wednesday, Friday, and

Saturday, 10:00AM-3:00PM

### Contact

Amy Haake, Archivist

[archives@scchs.org](mailto:archives@scchs.org)

636-946-9828



## St. Louis Public Library

### About the Institution and Its Collections

The St. Louis Public Library Rare Books and Special Collections includes the St. Louis Public Library Archives, the Louisiana World's Fair Exposition Collections, the Grolier Collection, St. Louis Media Archives, St. Louis Blues (Hockey) Archives, Photograph Collections, Rare Books and Manuscript Collections.

### Opportunities Offered

Internship  
Practicum  
Volunteer  
Informational Interviews

### Schedule Availability

Monday-Friday, 10:00AM-6:00PM

### Project Types

Processing  
Data entry/indexing  
Preservation/conservation  
Creating finding aids  
Exhibit installation

### Contact

Amanda Bahr-Evola  
Head of Rare Books and Special  
Collections  
[aevola@slpl.org](mailto:aevola@slpl.org)  
314-539-0399

### Detailed Information

Assistance with the creation of finding aids and collection processing. Familiarity with Past-Perfect collection management software is a plus, but not requisite.



## Saint Louis Science Center

### About the Institution and Its Collections

The Saint Louis Science Center traces its roots to the Academy of Science of St. Louis, founded in 1856 as the first scientific organization west of the Mississippi River. The Science Center features more than 700 interactive exhibits in ten galleries. The behind-the-scenes historical collections include materials relating archaeological records, meteorological records and other references to early St. Louis science and technological development.

### Opportunities Offered

Internship  
Volunteer

### Project Types

Processing  
Data entry/indexing  
Creating finding aids

### Schedule Availability

Monday-Friday, 9:00AM-4:00PM

### Contact

Kristina Hampton  
[kristina.hampton@slsc.org](mailto:kristina.hampton@slsc.org)  
314-286-4672

### Detailed Information

The Saint Louis Science Center seeks assistance in organizing and maintaining archival documents and materials in the collections. The archival materials focus on the 160 year history of the institution and a range of information. Assistance is needed to inventory and process documents, sort and file documents, fulfill research requests, and properly store archival materials.



## St. Louis Visitation Archives

### About the Institution and Its Collections

The mission of the St. Louis Visitation Archives is to collect, preserve, and make available the historical documents and the rare and unique items associated with the Monastery of the Visitation and Visitation Academy. As an integral part of the Visitation Heart and Mind Center, (VHM), the St. Louis Visitation Archives seeks to further the mission of the VHM by providing a welcoming space, programs, and resources to support and enrich the unique Visitation Catholic and Salesian spirituality as the VHM continues the Sisters' ministry of Living Jesus. In order to achieve this mission, the archive: Actively collects and preserves documents and unique items relating to the Sisters of the Visitation, Visitation Monastery, and Visitation Academy; Collaborates and engages with Sisters, Alumnae, Students, Faculty, and Staff at Visitation Academy; and Provides exhibits and displays within the Heart and Mind Center and the school to showcase the history of the monastery and school.

### Opportunities Offered

Internship  
Volunteer

### Project Types

Processing  
Digitization  
Data entry/indexing  
Preservation/conservation  
Creating finding aids  
Social media  
Exhibit installation

### Schedule Availability

Summer hours are M-F, 7:30AM-3:30PM.  
During school year: M-F, 8:00AM-4:00PM.

### Contact

Amanda Gesiorski  
[agesiorski@visitationmonastery.org](mailto:agesiorski@visitationmonastery.org)  
314-625-9235

## Salem United Methodist Church Archives

### About the Institution and Its Collections

Salem's Archives houses paper documents, ephemera, photos, artwork, and textiles dating back to its founding in 1841. Much of the information has genealogical value.

### Opportunities Offered

Internship  
Volunteer  
Informational Interviews

### Project Types

Data entry/indexing  
Creating finding aids

### Schedule Availability

Monday-Friday, 11:00AM-2:00PM

### Contact

Elizabeth Terry  
[eterryhistory@gmail.com](mailto:eterryhistory@gmail.com)  
314-283-1779

### Detailed Information

Because the collections aren't large, the Finding Aids are fairly detailed. Projects include creating Finding Aids and creating a database of 20th century membership rolls.



## Society of Sacred Heart Archives

### About the Institution and Its Collections

The collection contains documents and artifacts from the early 1800s to the present, of the convents and schools of a Catholic religious order that first arrived in St. Louis in 1818.

#### Opportunities Offered

Internship  
Volunteer

#### Project Types

Processing  
Data entry/indexing  
Creating finding aids

#### Schedule Availability

Monday-Friday, 8:30AM-4:30PM

#### Contact

Sr. Carolyn Osiek, RSCJ  
[archives@rscj.org](mailto:archives@rscj.org)  
314-367-1704

## Southeast Missouri State University, Kent Library Special Collections and Archives

### About the Institution and Its Collections

Special Collections and Archives at Southeast Missouri State University acquires, preserves, and makes accessible research materials that document the historical, literary, and cultural experience of Southeast Missouri, the Mississippi River Valley region, and the history of Southeast Missouri State University. While the holdings of Special Collections and Archives are developed in relation to instructional and research interests within the University, all holdings are available for use by visiting scholars and the general public, as well as by Southeast faculty and students.

#### Opportunities Offered

Internship  
Volunteer  
Informational Interviews

#### Project Types

Processing  
Digitization  
Data entry/indexing  
Creating finding aids  
Social Media  
Exhibit Installation

#### Schedule Availability

Academic year: Monday-Friday, 8:30AM-4:30PM  
Summer: Monday-Friday, 9:00AM-12:00PM, and 1:00PM-3:00PM

#### Contact

Roxanne Dunn  
[rdunn@semo.edu](mailto:rdunn@semo.edu)  
573-986-7446





## State Historical Society of Missouri - St. Louis Research Center

### About the Institution and Its Collections

The State Historical Society of Missouri is the premier research center for the study of Missouri state and local history. Founded in May 1898 by the Missouri Press Association and established as a trustee of the state a year later, SHSMO collects, preserves, and publishes materials that enhance research and support learning opportunities in the study of the Midwest. Research centers in Cape Girardeau, Columbia, Kansas City, Rolla, St. Louis, and Springfield provide access to an ever-growing number of reference materials and historical collections, which include manuscripts, newspapers, art, rare books, maps, photographs and oral histories.

### Opportunities Offered

Internship  
Practicum

### Project Types

Processing  
Digitization  
Data entry/indexing  
Preservation/conservation  
Creating finding aids

### Schedule Availability

Monday-Friday, 8:30AM-4:30PM

### Contact

Claire Marks  
[markscp@shsmo.org](mailto:markscp@shsmo.org)  
314-516-5144

### Detailed Information

The State Historical Society of Missouri is pleased to provide learning opportunities to students through its Internship Program. Interns will be matched with SHSMO staff and given the chance to explore a variety of Society operations.

The Archives and Library intern will gain hands-on experience in processing, cataloging, digitizing, and learning preservation methods for small- to medium-size archival collections.

This opportunity is available to a limited number of students pursuing a history or library science degree with a concentration or interest in archival studies. An internship/practicum requiring specific criteria for credit can be accommodated.

**Essential Duties:** Learn proper document handling and care. Assist with assessment and organization of documents. Survey and process collections, including creating finding aids. Perform basic preservation including rehousing of materials. Digitize archival materials.

**Minimum Qualifications:** Desire to pursue career in archives or library field. Strong communication skills, both written and verbal. Excellent organizational skills. Attention to detail. Ability to work independently and with others. Ability to lift 35 lbs.

The position is on-site and unpaid. Interns will receive a one-year complimentary student membership to the State Historical Society of Missouri. To apply please email a letter of interest and resume to [contact@shsmo.org](mailto:contact@shsmo.org).



## Washington University

### About the Institution and Its Collections

Washington University Libraries Department of Special Collections' holdings cover a wide range of subject areas and collection strengths. Subject areas include the Civil War and westward expansion, the Civil Rights Movement, Children's literature, artists' books, book history, typography, printing history, modern literature, Semeiology, English Arts & Crafts movement, 20th century illustration and graphic design, Jewish Studies, the history of Washington University, Local History, and Popular American Arts.

#### Opportunities Offered

Internship  
Practicum  
Information interviews

#### Project Types

Processing  
Digitization  
Data entry/indexing  
Creating finding aids  
Social media  
Exhibit installation

#### Schedule Availability

Monday-Friday, 9:00AM-5:00PM

#### Contact

Alison Carrick  
[alison.carrick@wustl.edu](mailto:alison.carrick@wustl.edu)  
314-935-5405

## Webster University Archives

### About the Institution and Its Collections

The Webster University Archives serves as the official repository for the permanent records of the university. It also selectively collects personal papers, manuscripts, and other materials of individuals and organizations that have played a significant role in the history and development of the university. The primary goal of the Archives is to document the teaching, research, administrative, student life, and community service activities of the university since its inception in 1915. For more information, please visit our website at <http://library.webster.edu/archives/index.html>.

#### Opportunities Offered

Volunteer  
Informational Interviews

#### Project Types

Processing  
Digitization  
Creating finding aids

#### Schedule Availability

Monday-Friday, 9:00AM-4:00PM

#### Contact

Kathy Gaynor  
[kgaynor@webster.edu](mailto:kgaynor@webster.edu)  
314-246-7811



## Wildwood Historical Society

### About the Institution and Its Collections

The archives consists of a library, images, and artifacts concerning the history of the area now known as Wildwood, Missouri in far west St. Louis County. Artifacts date back as far as mid-1800s.

### Opportunities Offered

Internship  
Volunteer

### Project Types

Digitization  
Data entry/indexing  
Exhibit Installation  
Research

### Schedule Availability

Public hours are Mondays 9:00AM-12:00PM. For interns and volunteers, schedule can be arranged outside open hours

### Contact

Martha Bunch  
martha.j.bunch@gmail.com  
314-920-2249

### Detailed Information

Projects include digitization of photos, data entry for library and artifact inventory, preservation of historic photos, and research into historic families.