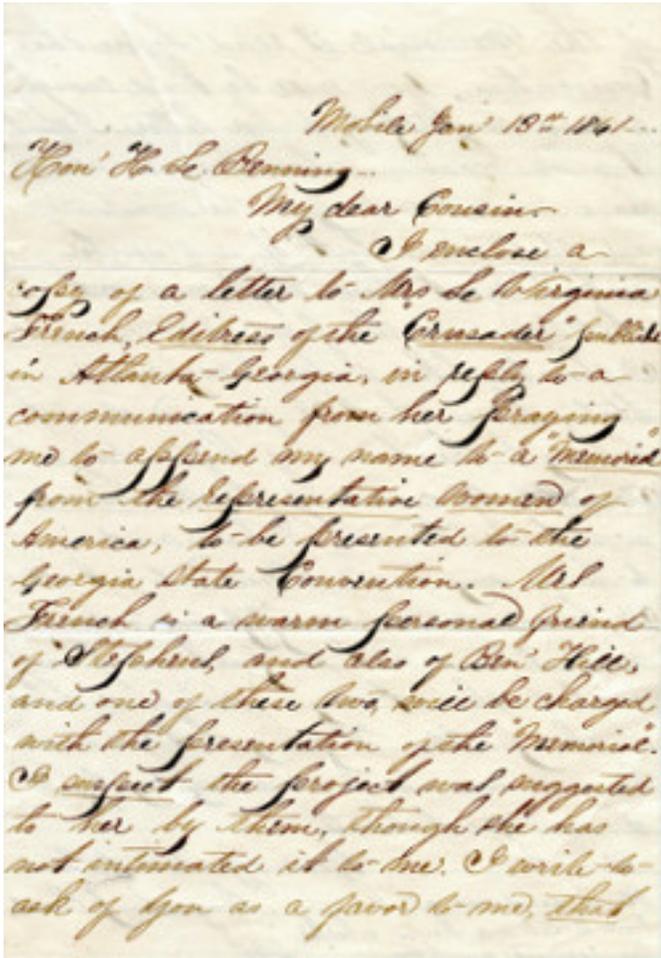


# Volunteering and Internships

Feed your love of history, learn about archival work including preservation, and get up close with real documents and artifacts, some over four hundred years old! Help preserve history and make it available to researchers for many generations to come! Get involved in the Archives and you can participate in all of this and more. We welcome all volunteers and interns ranging from high school students to retired seniors.



Letter from Augusta Jane Evans to H. L. Benning, January 13, 1861

## What type of work would I be doing?

There are many opportunities at the CSU Archives for volunteers and interns including working behind the scenes with the collections or in public by assisting patrons with reference services and participating in outreach activities. Just a few of the many opportunities available are listed below.

- **Processing:** Participate in processing collections including preservation, arrangement, and description.
- **Digitization:** Digitize collections for the web and develop digital exhibits.
- **Reference:** Assist patrons and help them use the Archive.
- **Outreach:** Help plan and participate in outreach activities.

## Requirements

All are welcome to apply whether you are retired from the workforce with a life of experience or a student looking to gain practical work experience or fill community service hours. No previous archival experience is required, but there are a few qualities we are looking for in candidates.

- **Detail Oriented:** Whether handling fragile letters from the Civil War or entering text into a database, attention to detail is essential to ensure the proper handling of the collections and accurate descriptions or data entry.
- **Interest in History:** We want individuals with a passion for the past!
- **Dedicated and Dependable :** We ask for a sincere, consistent, and regular commitment and contribution of time.

## How do I apply?

Interested applicants should contact:

### David Owings

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Having a picnic, circa 1900