BACKGROUND

Cleveland Public Library, one of the largest public research libraries in the United States, has provided free public access to books and information since 1869. The library operates the Main Library on Superior Avenue in downtown Cleveland, 27 branches throughout the city, a mobile library, a Public Administration Library in City Hall, and the Ohio Library for the Blind and Physically Disabled.

Held at Cleveland Public Library, in the Literature collections, is the W. Ward Marsh papers. W. Ward Marsh (12 Aug. 1893-23 June 1971), joined the Plain Dealer in 1915 as police reporter, religion editor, and copy editor; in 1919 Marsh wrote his first of 23,000 movie reviews for the paper. Marsh befriended movie stars and even made a cameo appearance in Clark Gable's film Teacher's Pet. He also wrote and produced a local television movie quiz program in the 1950s called "Lights, Camera, Question." In the 1960s Marsh took a stand against sexual permissiveness; his review a film called The Lovers in 1959 assisted the prosecution of Nico Jacobellis of the Heights Art Theatre, for obscenity. In a landmark censorship ruling in 1964, the U.S. Supreme Court declared the film was not obscene.

This project addresses the need to arrange and describe the W. Ward Marsh’s personal records donated to the library.

SUMMER ON THE CUYAHOGA (SOTC)

Summer on the Cuyahoga is an immersive summer internship program that brings together 50-70 students from 8 universities to explore the professional, civic, and social offerings of the Cleveland area. SOTC provides interns with free housing in college dormitories, substantial cultural and recreational activities, and alumni connections. Learn more at http://summeronthecuyahoga.com/.

SUMMARY AND OBJECTIVE

Cleveland Public Library’s collections include extensive archives that need significant work in order to be properly housed, arranged and described. The goal of this internship is to make the W. Ward Marsh collection, held at this great institution available for a number of purposes:

- To enable Cleveland Public Library to use the materials for exhibits, publications, and events.
- To empower Cleveland and Ohio students by enabling better study of the place of W. Ward Marsh and Film in the history of their state, city, and neighborhood.
- To offer easily accessible information about the history and legacy of W. Ward Marsh to researchers for scholarship and inquiry.
- To organize and preserve the materials that embody the legacy and collections of W. Ward Marsh.
• To assist Cleveland Public Library to establish systematic approaches to managing its legacy, properly housing, arranging, and describing its collections more effectively and thoroughly.

Cleveland Public Library has completed an initial survey of the collection which consists of several hundred linear feet of materials related to the life and work of W. Ward Marsh spanning the early years of film, with materials dating from 1919 (and perhaps before), to the 1960’s. These materials include reviews, indexes, correspondence, scripts, photographs, programs, press releases, and institutional and partnership materials.

The intern, supervised by staff at Cleveland Public Library, will work with professionals from Cleveland Public Library, in order to advance project goals. To that end, the intern will also be asked to consider the process whereby CPL meets its archival and records management mission and goals, plotting a scheme for giving access to researchers studying the W. Ward Marsh Collection, 20th century cinema, and the social and cultural history of the Cleveland area.

Additional aims, should there be time, will involve developing a plan for records digitization, and addressing rights clearance issues, amongst other things.

There will also be opportunities to meet with and shadow archivists, librarians, conservators, and other library staff.

TASKS

1. Attend trainings/meetings/staff development sessions on DACS, EAD, Ohio’s Finding-Aid Factory, and other topics at CPL.
2. Work with the project team to develop a processing plan for the collection.
3. Begin processing on priority areas of the project.
4. Learn about and begin to apply appropriate content schema, such as DACS, to descriptions.
5. Learn about and begin to apply appropriate data structures to descriptions and finding-aids.
6. Prepare minutes and lead team meetings.
7. Meet regularly with CPL’s Metadata Archivist and Digital Library Strategist.
8. Shadow Cleveland Digital Public Library staff to gain an understanding of library archival, digitization, preservation, and conservation work.
9. Other duties as assigned may include some small archives projects, database cleanup work, digitization, and records management activities.

OUTCOMES AND SKILLS GAINED

The intern will gain knowledge of and experience with the following:

1. Archival arrangement and description.
2. Preservation of physical and analog items.
3. Project management.
5. Digitization tools and standards.

KNOWLEDGE AND SKILLS REQUIRED

- Solid research, organization, and problem-solving skills.
- Excellent interpersonal skills for working with a variety of CPL staff members.
- Excellent attention to detail.

Coursework, experience, or interest in the following will be helpful but is not necessary:

- Interest in museums, libraries, archives, or art history.
- Knowledge of image processing software.
- Experience or coursework with cultural heritage management.
- Experience or coursework with digital libraries.

SUPERVISORS

CPL: Day to day supervision by Chatham Ewing, Digital Library Strategist and/or members of his staff. Please feel free to contact Chatham with questions about the internship at chatham.ewing@cpl.org

HOURS

9 AM – 5 PM, Monday through Friday

COMPENSATION

Compensation will total $2500.00 paid by Cleveland Public Library.

APPLICATION

This position is not open to first-years.

The intern is required to participate fully in Summer on the Cuyahoga, including living in the provided housing, attending after-work events, and engaging with Smith alumnae.

Please submit a resume and cover letter to Chatham Ewing at chatham.ewing@cpl.org on or before March 15, 2018.