

A photograph of a white ceramic teapot pouring tea into a white cup on a saucer. The cup is filled with a golden-brown liquid. A silver spoon rests on the saucer. The background is dark and out of focus.

## Spilling the Tea with the CMC: Virtual Internships

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Welcome to Spilling the Tea with the CMC: Virtual Internships. Before we get started, I just wanted to thank you for all coming. We will take your questions at the end of the presentation, but feel free to type your questions in the chat box at any time. The presentation slides are on L2 and the slides with the notes will be added to L2 after the presentation.

# Agenda

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Introductions

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Why the CMC?

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Oral Histories

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Cataloging

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Job Shadowing

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Other Projects

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Conclusion

On the agenda today, we have a few different cups of tea for you to enjoy. We'll tell you more about ourselves, why we decided to intern with the CMC, our various projects, and our ideas for the future of virtual internships at the CMC. Let's get into it!

# Introductions



## Andie Batt

- I am an aspiring information professional with a passion for promoting equitable access to information.
- Attended the Master of Library and Information Science program at the University of North Carolina at Greensboro.
- Just moved to Angier, N.C., with my husband and two cats!



Hi there! My name is Andie Batt and I am a MLIS student intern here at the CMC. I have worked in academic libraries for several years, and have recently decided to pursue cataloging and digital asset management. I would describe myself as an aspiring information professional with a passion for promoting equitable access to information. I just graduated this month with my Master's of Library and Information Science from the University of North Carolina at Greensboro. I also recently moved into my first home in Angier, NC with my husband and two cats!

## Veronica Gomez

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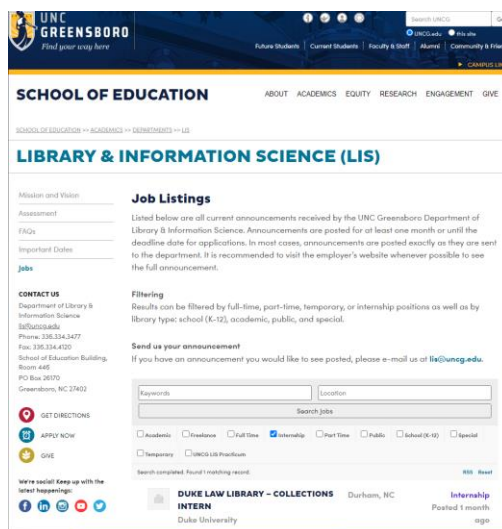
- I am in the Master of Library and Information Science program at the University of North Carolina at Greensboro.
- I received a Bachelor of Arts in English with a concentration in literature from University of North Carolina at Pembroke in 2018.
- My father served in the U.S. Army for over thirty years, so I have a lot of experience in helping other military families through volunteer work.
- The library has always been a happy place for me since my childhood!

Hello, my name is Veronica Gomez and I am the other intern coming in from UNCG as well! I always have been fascinated dealing with books as a child, and that manifested into me pursuing a Bachelor's in English and a Master's in LIS. I have been volunteering at a young age in helping out other military families.



## Why the CMC?

Andie: Now that we have introduced ourselves, let's spill some CMC tea! I'm sure some of you might be wondering, how did two North Carolina based grad students end up here? Well, I'll tell you exactly why we both decided to spend our spring semesters interning with the CMC.



During the Fall of 2021, we were both searching for internship opportunities for the spring. One of the most helpful tools for finding the CMC's internship opportunity was our university's job listings page on the LIS department website. By connecting with different universities, organizations that are seeking interns can more easily get connected to MLIS graduate students.

## When you intern at the CMC...



You get to support the mission of the CMC.



You get to work with a passionate and knowledgeable team of catalogers.



You have the ability to work remotely—making your internship more flexible and accessible as a busy graduate student.

Andie: See, when you intern at the CMC, you get a variety of beneficial opportunities for learning and growing as a cataloging professional. Firstly, as an intern, you get to support the mission of the CMC. As I'm sure many of you are aware, the mission of the CMC is to provide cataloging support to Illinois library system members. Veronica and I both thought that this was an amazing opportunity to support a mission that we both truly cared about, and were drawn to the idea of providing free cataloging services to public libraries. We also were interested in this internship opportunity, because we would get to work with a passionate and knowledgeable team of catalogers. This is an aspect that we did not take for granted, considering how rare it honestly is to work with multiple catalogers at once. We both wish that cataloging maintenance centers like this one were more common. And lastly, we were interested in the flexibility and accessibility of a virtual internship experience as busy, online graduate students. By completing our internship experiences remotely, we were able to work with a team of people that we never would have otherwise, and we had the freedom to work on projects at different times/locations.





## **Our Virtual Internship Experiences**

Andie: Now that you know why we chose the CMC, we would like to tell you a little bit more about our virtual internship experiences.

## Job Shadowing

- A peek into daily responsibilities
- Live examples of cataloging
- Tips & tricks for cataloging and tracking work
- How job shadowing impacted our internship



Andie: Veronica and I both had the pleasure of job shadowing the lovely cataloging team several times throughout our internships. During these job shadowing sessions, we were given a peek into the daily responsibilities of catalogers. As novice catalogers, we were comforted to see how often the OCLC Bibformats page was visited, since I was at least partially convinced prior to this internship that you cataloging wizards had simply memorized everything. This is not to say, that we didn't see our fair share of impressive standards knowledge, but it was definitely not as intimidating as we had previously thought. Additionally, we saw different examples of cataloging for items such as audiobook sets or new children's books. One of the most helpful and entertaining learning sessions, was the "Catalogers Unite" meeting. During this meeting, several catalogers presented records for unusual items, including: a puzzle, boardgame, and a dog! These examples helped us see how OCLC Connexion is used and how to use your best judgement for cataloging. We also saw different tracking documents that the catalogers had, which gave us a good reference for how we might keep track of our own work in our internships and future careers. Overall, we found the job shadowing to be a key part of our internship experiences that gave us some valuable insights into the secret world of catalogers.



## Mapping Project

Where are the CMC's services being utilized and who can we reach out to?

Andie: In addition to job shadowing, Pam was interested in us starting the research for a future mapping project of the CMC's services. The main goal being the creation of an interactive map that showed the libraries across Illinois that currently/previoursly used the CMC's services. This map would provide a way for the CMC to see how its services were being utilized, what areas were not using its services, and ultimately lay the foundation for future outreach efforts. As an intern, I started looking for different mapping tools and found it somewhat difficult to find the right digital tool. However, I am grateful for the opportunity to learn more about these tools and am glad that future interns will be taking over to see this project to fruition.

# Cataloging Quiz

- Catalog an example/fake book with the provided details
- Done at the start and the end of the internship

Cataloging Test for Hiring CMC Catalogers

In 2014, Belleville, Illinois celebrated their 200<sup>th</sup> anniversary. The city created and published a book with historical content as well as narratives and photographs of the city's celebration.

The book contains text, black and white and color maps and photographs. Text contributors include Bob Johnson, Patty Brown, Sheila Walleski, and John Turner. Photographer contributors include Barry's Unique Photography, Phyllis Harrison, and One-Shot Photography. The book is 12.2 inches, was published in 2015, and is bound back-to-back and upside-down with 115 pages in one half and 130 pages in the other half. The title, Belleville, celebrating 200 years, 1814-2014, only appears on the front cover. The book has an ISBN, 9784321495782. Chapters in the table of contents: History, Businesses, Churches, Schools, Services, Walnut Hill Cemetery, St. Clair County Genealogical Society, Belleville Public Library, Rotary Park.

Please fill out the fixed-field elements and the variable fields. Add indicators, delimiters, subfields, as needed. Also use the appropriate punctuation in each field.

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Ron: At the beginning of the internship, we were both asked to complete a cataloging quiz. It was to test our current knowledge of how to catalog and we were told not to worry if we couldn't fill it out.

It was given to us again at the end to see how much we learned during our experience with the CMC team. We found that it was indeed easier to fill out and I knew what the fields on top were referring to!

## Oral Histories Project

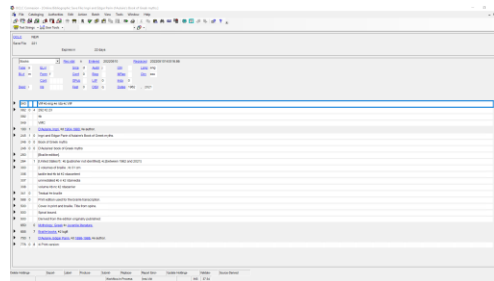
- The importance of oral histories to local communities
- How the CMC is helping Poplar Creek Public Library preserve the history of Streamwood, Illinois
- Challenges & takeaways from the process



Ron: The first and main project we were assigned to was the Oral History project. This was requested from the town of Streamwood in transcribing during the anniversary of their town founding. The interviews were of those present during the town's beginnings and talked about their own experiences and challenges. It was our first time doing any transcriptions, and it was a slow process. It was here that we learned to be patient and kind to ourselves. Transcribing something is a slow process, and is one that requires you to constantly rewind and go back over to make sure your notes are correct. Other than the problems we ran into, we found the subjects of the interviews to be pretty fascinating.

# Cataloging Braille Items

- Why cataloging these items is important (accessibility)
- Basics of cataloging Braille items
- Challenges & takeaways



Ron: Near the end of the internship, we were asked to catalog a couple of Braille books. OCLC showed that there were no braille versions of the books available to add onto, so we knew that it was necessary to add those in. Librarians wouldn't be able to find if there are any braille versions of books they could offer to blind patrons. So expanding the catalog for future catalogers is always a plus. The main problem we faced doing this was that we couldn't physically have the books in person; we had to rely on pictures sent through email in order to catalog. Pamela was kind enough to add into the physical dimensions of the books so we could fill in the relevant fields.



As we went through our virtual internships, we came up for a few ideas for the future.

## **Our ideas for future virtual internships**

- More live practice sessions
- Metadata training & job shadowing
- An IRL meet-up for any interns/catalogers that are close (eg. NC interns and any NC catalogers)

Andie: We think that it would be beneficial to future virtual interns to have more live practice sessions for cataloging, since we both found those experiences to be some of the best learning opportunities. We also think that more metadata-specific training and job shadowing would be a great addition to future virtual internship experiences. And lastly, we think that finding ways to incorporate in-person meet-ups for interns and catalogers would help future virtual interns.



# **The Last Sip of Tea**

Ron: Here is the last sip of the tea: our conclusions.

## Our Conclusions

- Virtual internship experiences have unique benefits and challenges but provide a level of flexibility and accessibility that could not be achieved otherwise.
- The CMC offers a variety of valuable cataloging support services that should continue to be promoted to Illinois libraries.
- Internships won't go perfectly or even smoothly: personal events and such do happen. Just support each other!

Ron: Our conclusions were that virtual internships provide experiences that have their own unique benefits and challenges. However, they also provide a level of flexibility and accessibility that wouldn't be achieved otherwise. We were able to connect and network with other catalogers that are out of state, so that was a unique opportunity we were given. It was awesome to work with the CMC, which offers a variety of cataloging support services that are valuable for other Illinois libraries. Another important note is that internships may not go the way you planned. There can and will be personal events that will affect how the internship runs and always be able to support the team and the interns when they happen!



Questions?

Does anyone have any questions?

## ON THE CALL TODAY

Questions? Contact the CMC:  
[cmc@illinoisheartland.org](mailto:cmc@illinoisheartland.org)



Barbera Scoby  
CMC Cataloger



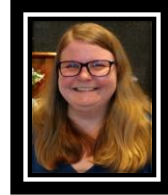
Dr. Pamela Thomas  
CMC Bibliographic  
Grant Manager



Mary Cornell  
CMC Cataloger



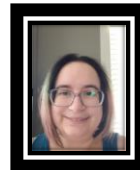
Eric McKinney  
CMC Cataloger



Katy Egts  
Metadata Cataloger



Andie Batt  
CMC Intern



Veronica Gomez  
CMC Intern

On the call today are Barb Scoby, Dr. Pamela Thomas, Mary Cornell, Eric McKinney, Katy Egts, Andie Batt, and Veronica Gomez.