

October 15, 2012

Dear CEAL Members,

On behalf of the Committee on Technical Processing, I am pleased to announce that we are going to continue the LC-CEAL Cataloging Internship Program for the year 2013. CEAL developed this Internship Program partnership with the Library of Congress in order to provide training opportunities to those who may not have access to adequate cataloging training support in their own institutions, or to those who have been assigned to catalog materials in a language with which they are not entirely conversant. The interns selected will receive substantial training at the Library of Congress from LC's Catalogers.

Logistics of the Program

- Up to three internship positions are available in the calendar year 2013, each for up to three months in duration. Each intern selected will directly negotiate the length of the internship, its timing and general content with the Library of Congress.
- The Library of Congress will supply training materials, workspace, training and review by experience catalogers in one or more aspects of cataloging East Asian materials. All other expenses (travel, lodging, meals, and incidentals) are the responsibility of the intern and/or his/her employer.
- CEAL will provide each intern with a scholarship of up to \$1,000 upon successful completion of the program.

Procedures

The application process will be overseen by the members of the Subcommittee on CEAL-LC Cataloging Internship Program: Yue Shu (Chair), Yoko Kudo, and Erica Soonyoung Chang. The Subcommittee will recommend candidates according to a set of pre-determined selection criteria, and the Library of Congress will make final decisions. The **application deadline is December 17, 2012**, and the interns selected will be announced before or at the CEAL meeting in March 2013.

Selection Criteria

The Subcommittee members will prioritize applications according to the following criteria:

The Candidate:

- Non-US citizens must be in a visa status that permits them to participate in the program;

- Is a CEAL member in good standing;
- Is recommended by his/her employer or university with a formal letter of recommendations;
- Has significant responsibility for East Asian resources and experience in cataloging;
- Lacks in-house training support or language proficiency with which he/she isn't entirely conversant.

To apply, please fill out the attached application form and send it as an email attachment to all three Subcommittee members: Yue Shu (shuyuex@si.edu); Yoko Kudo (yokokudo@ucr.edu); and Erica Soonyoung Chang (syoungc@hawaii.edu). The application deadline is **December 17, 2012**. For questions, please feel free to contact the Subcommittee members.

I look forward to seeing many applications!

Sincerely yours,

Yue Shu
Chair, Subcommittee on Internship

Subcommittee Members
Yue Shu (Chair)
Yoko Kudo
Erica Soonyoung Chang