



INFO890: Capstone Course
MS in Information, Library & Information Science
Sample Project Proposal

Student's name: XXXXX

Student's Drexel email address: XXXXX

New project or continuing project from a prior term: XXXXX

Name and address of the organization hosting the project: XXXXX

Name and title of the person who will oversee the project: XXXXX

Email address of the person who will oversee the project: XXXXX

Project description:

My capstone work will focus on processing and describing a collection of the M. Smith literary papers recently donated to the State College Library. The State College Library ... [Insert description of library, community served, and library mission here.]

I will assist the Special Collections Librarian with the arrangement of the collection, with processing and describing the papers, and with promoting the collection via the library's social media channels. The project will be conducted both face-to-face and virtually at the State College Library and will give me the opportunity to experience working in a traditional academic library setting. The capstone will also provide hands-on learning around collection accessibility and promotion. In addition, I will learn how to build finding aids via the ArchivesSpace platform—a platform used by many repositories.

After graduation, I hope to work as an archivist or a special collections librarian. The capstone work will afford me an opportunity to build important professional skills, such as collection processing and promotion skills, which will make me a more competitive candidate for archives/special collections positions after graduation.

Learning objectives:

- Learning objective #1: Apply standard archival arrangement and processing for analog collections
- Learning objective #2: Develop practical knowledge of archival description standards
- Learning objective #3: Produce publicity materials for archival collections through social media and digitization

Success metrics:

- Success metrics for learning objective #1:
 - 100% of the collection is properly housed with accurate box and folder titles
 - Collection processing work receives final approval from the Special Collections Librarian
- Success metric for learning objective #2:
 - Finding aid for the collection is completed with approval from the Special Collections Librarian
- Success metrics for learning objective #3:
 - At least 5 items from the collection are digitized with low-resolution derivatives created for each one
 - At least one digital image is incorporated into a promotional social media post with the approval of the Special Collections Librarian

Project milestones:

- Milestone #1: Collection is processed, end of week 4
- Milestone #2: Collection finding aid is completed, end of week 7
- Milestone #3: Items from collection are digitized, end of week 9
- Milestone #4: Social media post is created, approved, and published, end of week 10