



509 North Main
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Exhibit Internship Agreement

Public History Display

Spring/Summer 2023

Maryville Public Library is seeking an intern to research, design, and prepare an exhibit on the history of the library and its building. This internship will involve work with the public library staff, trustees, as well as the director of the public history and museum studies program and the university archivist at Northwest Missouri State University.

Preferred Experience:

Undergraduate student with experience in historical research, archival materials, and exhibit design. Ability to work self-directed and with library staff and trustees. Student must be approved by Elyssa Ford at Northwest Missouri State University and either Stephanie Patterson or Jim Rash at Maryville Public Library. Ideal candidate is enrolled in the public history and museum studies program at Northwest and has completed the university archives internship.

Task Description and Deliverables:

This intern will be responsible for creating six or more 20X30 archival grade foam board panels showing the history of the Maryville Public Library 1904 to present (3-4 panels or 50%) and the history of the building MPL currently occupies at 5th and Main (3-4 panels or 50%). The panels will be affixed to a standing display system in the west lobby of the Maryville Public Library. They are intended to remain on display for four or more years.

Characteristics of the panels must include:

- The inclusion of high-quality images using original photos and other source material from Maryville Public Library, Nodaway County Historical Museum, and other available local collections such as B.D. Owens Library.
- Labels: Textual content providing accurate introductory information, image labels, and other essential information that guides the reader through the exhibit and allows them to interpret the significance of the images and understand the overarching story of MPL and buildings MPL has occupied. Where appropriate, text should connect the past to present day and continuing developments. A Credit Label may also be included to acknowledge contributors.
- Citations of source material should be incorporated into the display or at least provided on a separate document.
- A design layout that is both attractive and easy to read. A neutral and uncluttered background is preferred in order to bring attention to historical

images. For accompanying text, the use of accessible fonts in sufficient contrasting tones is encouraged.

Extra credit: Additional panel(s) featuring the history of the Maryville Post Office or other history directly tied to the main subject matter. Digital content related to this display is not required but would be welcome.

Compensation: A stipend from MPL in the amount of \$528 is available for satisfactory completion of project by the July 31 deadline.

Timeline:

- Application is on a rolling deadline with a start date possible in spring 2023 semester or summer months. Resume, cover letter, and two letters of recommendation (one from Dr. Elyssa Ford) submitted to Stephanie Patterson at director@maryvillepubliclibrary.org.
- March—June, 2023: Internship commences and preliminary information is provided to intern by MPL.
- A first draft should be sent to the director before the end of June.
- Final digital proofs must be sent to director@maryvillepubliclibrary.org for approval by on or before July 10, 2023. Final digital representations will be considered the property of Maryville Public Library to be saved and re-used for replacement printing if necessary.
- Project due date: All final and approved products must be delivered to the library for installation on or before July 31, 2023. Failure to meet this deadline will result in a deduction to the \$528 stipend in the amount of \$10 per business day.
- Full stipend payment will be provided within 10 days after satisfactory completion of the project.

Additional requirements:

All MPL employees, interns, and volunteers are expected to comply with MPL policies on appropriate behavior and dress code, U.S. copyright law, and other applicable federal and state laws, and local ordinances.

Internship Contract

This agreement serves as a learning contract between the Maryville Public Library and the student. The Internship Site Supervisor agrees to make a good faith effort to provide adequate opportunities to the student to achieve the internship outcomes listed above. The Student agrees to make every effort to meet the student responsibilities listed above.

Please attach a signed copy of Exhibit Internship Agreement dated February 15, 2023 to this contract.

Student availability:

Mondays: _____

Tuesdays: _____

Wednesdays: _____

Thursdays: _____

Fridays: _____

Saturdays: _____

MPL Site Supervisors Stephanie Patterson, (660)582-5281

Agreed to:

By: _____ (student)

Date: _____

And: _____ (supervisor)

Date: _____

Contact Information:

Student: _____

Name and Title
Email
Phone Number

NWMSU Faculty Supervisor: Dr. Elyssa Ford
Associate Professor of History & Honors Program Director
Coordinator of Public History & Museum Studies Program
Northwest Missouri State University
ebford@nwmissouri.edu

MPL Site Supervisor:
Stephanie Patterson, Director
Maryville Public Library
director@maryvillepubliclibrary.org
660.582.5281 office
660.254.5523 cell

Alternate MPL Site Supervisor:
Jim Rash,
Maryville Public Library Executive Board Trustee
Jrash2289@gmail.com
201.707.1892

