



Tulocay Records Intern Agreement

1219 First St., Napa, CA 94559 • www.napahistory.org • 707-224-1739

INTRODUCTION

Thank you for agreeing to intern at the Historical Society (NCHS). We recognize your time is valuable and we appreciate the skills and knowledge you bring to our endeavors and aspirations. Please read our Handbook so you can familiarize yourself with our mission, codes of conduct, and our commitment to strong relationships with our employees and volunteers.

Historical Society Description

- The Napa County Historical Society is dedicated to discovering, preserving, and presenting the history of Napa.
- NCHS is home to a non-lending research library and an online catalog
- NCHS is free to the public

Purpose

The Tulocay Records internship is a temporary position spanning 13 weeks and is focused on the larger study of historic records pertaining to Tulocay Cemetery.

Training

Prior knowledge of software and equipment is not a requirement and we are committed to training so that you have the confidence and understanding to successfully complete assigned projects. Please do not hesitate to ask for training.

GUIDELINES

General

- Greet visitors pleasantly and welcome them to the Goodman upon their arrival either downstairs or upstairs.
- Wear business casual attire
- Food and drinks can be kept in the kitchenette off the Gift Shop. Please eat downstairs.
- Familiarize yourself with the exhibits and their display run (Rack cards downstairs will tell you the show dates)
- Keep yourself informed through the monthly e-Newsletter

Protection of Collections

- No food or drink upstairs in the Research Library
- Only Service Dogs are allowed in the Goodman. Ask visitors kindly if their dog is a registered Service Dog and, if not ask politely that they take the dog outside.

- Wear cotton gloves when handling photographs and historic documents

SUPERVISION

Schedules and assignments are coordinated through the Research Librarian, Kelly O'Connor. Overall supervision of your internship is the responsibility of the Executive Director, Sheli Smith. You are responsible for tracking time on the record sheets provided.

RESPONSIBILITIES

NCHS is committed to continually discovering, preserving, and presenting Napa History. To accomplish this aspiration we depend on interns to help us with research and collection management. We take a holistic approach to managing the Historical Society and utilize a wide array of skills and tools to make it happen. We depend on interns to take on both general and specific responsibilities. Internships by their nature are expected to take on more advanced projects.

NCHS Responsibilities

NCHS pledges to our employees, interns, and volunteers to always hold space for your participation, and in return, we appreciate your willingness to fill that space. As part of our responsibilities, NCHS will provide a safe working environment that

1. Allows interns to gain experience relevant to their professional growth,
2. Provides policies, procedures, and protocols that are easily understood and clearly communicated,
3. Helps develop shared goals with each intern that can be readily completed during the internship, and
4. Complies in a timely manner with any paperwork required for the internship

Intern Responsibilities

Because of our holistic approach to managing the Historical Society, there are general and specific responsibilities associated with each internship.

General Responsibilities of Internship

1. Work the days and times agreed upon
2. Notify the Research Librarian of planned time off
3. Conform to business casual dress code
4. Adhere to the codes of conduct described in the Handbook
5. Immediately inform the Research Librarian or Director of any problems including harassment or inappropriate behavior in the workplace
6. Log hours on the timesheet provided
7. Ask for training if unsure of the skills needed to complete the assignment
8. Complete the tasks assigned that correspond to the internship within the allotted period of time.

Specific Responsibilities of Tulocay Records Internships

1. Participate in the project design team, defining processes and protocols for the project
2. Create Hi-Resolution and preservation-quality scans of
 - Historic cemetery ledgers (4)
 - 1950s Plat maps of burial locations
3. Create a searchable digital index of scanned files on Excel or Numbers
4. Apply unique alphanumeric IDs to each file consistent with the predetermined format approved by the Design Team
5. Write a summary report that defines the goals, processes and protocols, methodology, and outcomes of the internship. Part or all of the report will be published in the NCHS *Tidings*

INTERNSHIP COMPENSATION

This internship comes with a stipend of \$22/hour for a total of 260 hours. The tenure of this internship is 13 weeks beginning at the signing of the contract. The Tulocay intern is expected to work 20 hours per week

Napa County Historical Society Intern Agreement

Internship Positon(s): _____

Contact Information

Name: _____

Address: _____

Email: _____

Phone: _____

Emergency Contact (Name & Relation): _____

Emergency Phone: _____

Emergency Alternative Phone: _____

Internship Compensation (Check Appropriate Boxes)

| | |
|-----------------|------------|
| PAID | \$22/hours |
| PAID 3rd PARTY | |
| UNPAID | |
| ACADEMIC CREDIT | |

If paid, provide hourly wage amount \$ 22.00

Schedule

Internship Start Date: _____ . Internship End Date: _____

Total Number of Hours for Internship: 260

Days Worked:

| Days | Tues. | Wed. | Thur | Fri. | Sat. |
|--------------|-------|------|------|------|------|
| Open Hours | 10-3 | 10-3 | 10-3 | 10-5 | 10-5 |
| Intern Hours | | | | | |

Agreement

- I acknowledge that I have received a copy of the NCHS Handbook as well as the list of responsibilities with this agreement.
- I understand the terms of my internship, as well as the duties and responsibilities.
- I agree to the commitment I have made in this agreement in terms of time, responsibilities and duties.
- I agree to abide by the codes of conduct set forth in the NCHS Handbook and I understand that any breach of conduct will not be tolerated and could terminate my internship.
- I agree to the specified number of hours committed to this internship and understand that it is at will and therefore can be terminated at any time without cause or notice.
- I acknowledge that NCHS reserves the right to revise, delete, and add provisions to this agreement and the NCHS Handbook.

Intern Signature _____ Date _____

Supervisor Signature _____ Date _____