

The Floating Hospital Practicum

2016/17 Citi + Queens Library Fellows

Four Fellows work in groups of two for semester-long placements under the supervision of Natalie Milbrodt at Queens Library and Kerri Anne Burke at the Citi Center for Culture. Their work is more paper-based while at Citi and more digital while at Queens Library. We propose to extend that division of supervision into the work plan for this two semester Practicum the Fellows would conduct with The Floating Hospital materials. Four fellows would spend approximately 42 hours each (six days of their internship) doing this work.

Work Plan

Fall 2016

1. Initial site visit to appraise and survey materials: demonstrate to the four fellowship students on how to conduct a survey and appraise the materials.
2. Guide students on how to complete an appraisal report, which will make recommendations to The Floating Hospital.
3. Delivery of recommendations report regarding archival housings purchases needed, presence/absence of any damage to materials, assessment of current archival storage, initial observations on original order and provenance of materials, size estimate of collection in linear feet.
4. Exhibit plan due for review by Floating Hospital and Fellowship supervisors for 6-case public exhibit in the lobby of the Citi Bank building in Long Island City, celebrating its 150th Anniversary
5. A selection of photos digitized by The Floating Hospital will be assigned item-level metadata and uploaded to the QL digital archives website and then harvested to the Digital Public Library of America (www.dp.la).

Spring 2017

1. Dependent on availability of archival supplies - Arrangement begins based on original order, provenance and anticipated use of materials
2. Collection inventory list generated during this processing activity.
3. Exhibit copy written for review by Floating Hospital and artifact preparation for public exhibit
4. Continuation of a selection of photos digitized by The Floating Hospital will be assigned item-level metadata and uploaded to the QL digital archives website and then harvested to the Digital Public Library of America (www.dp.la).
5. Inventory list finalized
6. Citi to print interpretive panels for public exhibit and install Floating Hospital artifacts.
7. Reception to celebrate the Fellow's work. Exhibit of the special images and items.