



# esperanza

peace & justice center

3 March 2016  
Robina Torres  
University of Texas Austin  
School of Information

Dear Ms. Torres,

The Esperanza Peace and Justice Center is excited to have you as a Metadata and Cataloging Technician Intern for the Esperanza y Memorias Digitization Project during the Spring of 2016. This project represents the Esperanza's initial efforts to embark on a project to digitize our audio-visual records documenting our cultural and historic heritage as a queer women of color led social justice organization. Through this project we aim to create access and ensure longevity of these records through a digital repository and online resource page that will be part of our principal website, currently being remodeled. The digital repository and the online resource page will be open to the public free of charge in hopes of being used for educational and research purposes. Our goal is to create access to rare video footage otherwise hidden or unrecognized by the public and with your help we hope to facilitate the background information needed to fully understand the significance of these records.

As a Metadata and Cataloging Technician, your responsibilities would include searching bibliographic databases and perform copy and original cataloging for audio-visual media formats. Create Dublin Core metadata records using our current database system. Assist with special tasks and investigative assignments involving metadata cleanup, transformation, and enhancement, as assigned. Your work schedule will be flexible and can be conducted virtually, but we hope you will attend planning meeting if desired in order to connect with the larger community of the Esperanza. As part of a community archive initiative, our efforts are ever evolving and hope that you will be flexible in working with our changing frameworks and approaches. Your experiences and skills as a current information student will greatly assist our endeavors.

The Esperanza will soon celebrate 30 years of existence and we hope that your involvement will be enlightening and beneficial to your pursuits as an archivist. If you have any questions, please direct them to the project coordinator, Itza Carbajal at (512) 574 – 0219 or at [itza.carbajal@gmail.com](mailto:itza.carbajal@gmail.com)

Sincerely,



Itza Carbajal