



UNT Summer Archives Institute 2026

Dates: Tuesday, May 26 – Monday, June 29, 2026

Time: 9am-3pm (one hour lunch), 5 hours per day, 120 hours total

Location: Willis Library - Room 443

The Summer Archives Institute is an immersive, career-focused experiential learning opportunity that prepares students for entry into heritage professions by engaging them in hands-on archival work within the UNT Special Collections department. Throughout the program, students receive professional-level training as they arrange and describe a unique archival collection, gaining skills directly applicable to archival and cultural heritage careers. Each week, a Special Collections staff member leads a discussion on a key area of archival practice—such as preservation, digitization, public service, and instruction—broadening students’ understanding of the field and helping them transition from graduate study to professional practice. At the conclusion of the Institute, students will participate in a public program highlighting the collection they worked on in a 3–5 minute presentation.

The Summer Archives Institute will take place on the UNT-Denton campus. Students will work primarily in Willis Library, with some activities taking place at the Library Research Collections Library, also located in Denton. Students will be supervised by Librarians in the Special Collections department.

What students will gain:

- Hands-on experience working with an archival collection
- Opportunity to meet archivists and librarians and explore the different aspects of Special Collections work
- Training in archival processing, arrangement, and description
- Training in ArchivesSpace software
- At the completion of the practicum students will have work products such as processing plans and finding aids suitable for inclusion in an e-portfolio
- Experience presenting their work in a professional environment

Students must enroll in the COI Practicum summer section to participate in this institute.

Requirements for consideration:

- Current graduate student at UNT
- Completion of INFO 5371 – Archives and Manuscripts, or comparable introductory archival coursework
- Excellent writing skills—including the ability to analyze content, compose concise descriptions, and proofread
- Thorough understanding of English grammar and spelling
- Facility with visual details
- Ability to pay close attention to detail

To be considered for the Archives Institute students will need to complete the [2026 Special Collections Summer Archives Institute Application](#) and include:

- a one-page cover letter describing their interest in the Summer Archives Institute, incorporating one or more of the following prompts:
 - Describe any experience you have working with archival collections, including internships, volunteering, coursework, etc.
 - What role would the archives institute play in your career trajectory?
 - What are you hoping to gain from this experience?
 - What excites you about working in the field of Archives and Special Collections?
- a current resume or CV

Four to six graduate students will be selected to participate in this year's Summer Archives Institute. Applications must be submitted by midnight on Tuesday, March 31, 2026. Applicants will be notified of their acceptance no later than Friday, April 10, 2026.

Participant Stipend

We intend to provide a \$1000 stipend to students who complete the 2026 Summer Archives Institute and a certificate of completion.

For more information or questions, please contact Special Collections Instruction and Engagement Librarian [Meagan May](#).