

## Center for Primary Research and Training

UCLA Charles E. Young Research Library

Department of Special Collections

<http://www2.library.ucla.edu/specialcollections/researchlibrary/9613.cfm>

### Purpose

The CFPRT integrates Special Collections materials more fully into the teaching and research mission of the university by providing a substantive educational experience for graduate-level students, while enhancing access to collections. Scholars are taught how to arrange, organize, and describe uncataloged or “hidden” collections of archives, manuscripts, and books while simultaneously producing finding aids, or guides, to collections in their area of interest. At the CFPRT students gain experience with primary sources and receive compensation at a rate competitive with similar on-campus employment options. The CFPRT was launched with a generous lead gift from the Ahmanson Foundation.

### Eligibility

Applications are welcome from enrolled UCLA graduate students with academic interests in the arts, humanities, social sciences, or visual arts.

### Terms

The CFPRT hires on a quarterly basis. Scholars with particularly large projects may work an additional quarter, upon satisfactory review. CFPRT scholars are required to work 12-19 hours per week between the weekday hours of 8:00-5:00, and are paid \$17.37 per hour.

### 2009/2010 Application Deadlines

**Fall Quarter:** September 10, 2009

**Winter Quarter:** December 4, 2009

**Spring Quarter:** February 26, 2010

**Summer Session:** May 7, 2010

### Review Process

CFPRT positions are awarded on a competitive basis. Applications will be evaluated based on (1) the availability of collections and projects related to a candidate’s academic background and subject expertise (2) the candidate’s expressed desire to work with primary source materials to enhance their research, writing, and/or library skills (3) the candidate’s general level of achievement. Strong candidates will be contacted shortly after submitting their application to arrange an interview and discuss potential projects. All applicants will be notified of their status by letter.

### Instructions

Submit a completed application form with a cover letter and résumé/CV by the appropriate deadline. Application materials may be mailed, emailed as separate attachments, or faxed.

**Mail:**

Kelley Wolfe Bachli, CFPRT Coordinator  
UCLA Library Dept. of Special Collections  
A3315B YRL, Box 951575  
Los Angeles, CA 90095-1575

**Email:**

[kbachli@library.ucla.edu](mailto:kbachli@library.ucla.edu)

**Fax:**

(310) 206-1864

### Inquiries/Further Information

Kelley Wolfe Bachli  
CFPRT Coordinator  
phone: (310) 206-7633  
email: [kbachli@library.ucla.edu](mailto:kbachli@library.ucla.edu)

## APPLICATION FORM

UCLA Library Department of Special Collections  
Center for Primary Research and Training

### Personal Information

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Last name                                      First name                                      M.I.

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Current mailing address

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Permanent mailing address (if different from above)

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Email address

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Home telephone                      Mobile                                      Work

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Date of birth                                      Place of birth

### Employment Eligibility

Do you have the legal right to work in the U.S.?    Yes/No

Are you currently enrolled as a UCLA student?    Yes/No

UCLA student ID number:                      \_\_\_\_\_

UCLA academic department:                      \_\_\_\_\_

Degree:

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Degree sought                                      Years toward degree                                      Expected date of conferral

Are you currently, or will you be, employed by another UCLA department during the next quarter? If so, what is your position?

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Do you have a committee and chair? If Yes, list names below:                      Yes/No

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Please give the names and email addresses of two faculty references below:

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Please list all degrees held, institutions, and dates conferred:

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## Projects

What is your specific research area? Please include subject (s) and a time period.

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Please list any other subjects and/or time periods in which you have a general interest, and/or subject expertise:

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Are there specific collections that interest you? Please list collection names and numbers:

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Please indicate your quarter preference below:

Fall       Winter       Spring       Summer

Do you read and speak English fluently? Yes/No

List any special or relevant skills below (include languages):

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How did you learn about the CFPRT? \_\_\_\_\_

By signing below, you certify that all the information submitted in this application is true and correct.

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Signature

Date