



## Mellon Summer Scholars Program: Subject Guide and Final Presentation Instructions

A subject guide is a curated collection of library resources organized around a specific topic. Creating a subject guide will help you learn how to use the Library Company's [catalog](#), [finding aids](#), [digital collections](#), and [databases](#) while strengthening research skills necessary at any repository. You should also consult the existing [Subject Guides](#) and [Online Exhibitions](#) for examples of best curatorial practice.

Your completed subject guide will be a valuable addition to your portfolio, showcasing your archival engagement and digital scholarship. See the example of what a final product should look like once published to the website: <https://librarycompany.org/2026/04/28/mellon-scholars-summer-subject-guide-sample/>

### Subject Guide Title and Images

- A clear, descriptive name for your subject guide
- Find 3 - 5 high quality images that illuminate your topic (may include your own reference pictures from throughout the week or downloads of digitized text / images)

### Overview: (100 - 250 words)

- Write a general description of your research topic, identify key figures, dates, events, and more that clarify the scope of your work

### Keywords: (minimum of 20)

- Include at least 5 contributors (people or organizations) central to your topic
- Include at least 10 [subject headings](#) that support discovery of your topic
- Include at least 5 access terms drawn from the following categories: [Binding Terms](#), [Genre Terms](#), [Paper Terms](#), [Printing & Publishing Evidence](#), [Provenance Evidence](#), [Type Evidence](#)

### Annotated Bibliography: Each entry must include a full citation and a 50–100 word annotation.

- 10 Sources Minimum:
  - At least 5 primary resources (pre-1930) from the Library Company
  - At least 3 primary resources from tour sites visited
  - At least 2 modern reference books
- Citation:
  - LCP Resources: Use Library Company in-house citation guide
  - Site Visit Resources: Utilize the site's preferred citation format - if none available, default to LCP guide
  - Modern Reference Books: MLA
- Description:
  - Summarize the resource: evaluate the creator and intended audience, compare or contrast its value in relation to other sources on the list, or explain how the resource informs your topic

### Submission & Final Presentations:

- Submit your semi-final draft as a PDF by email to [paah@librarycompany.org](mailto:paah@librarycompany.org) by 11:59PM on June 15th. Attach images separately as JPEG.
- On June 16th, you will share a 10 minute overview of your research topic / subject guide, to be presented to your cohort and attending LCP staff. Presentation slides are encouraged but not necessary.
- Final drafts will be reviewed, approved, and uploaded to the website by July 31st. If edits are needed, we will contact you to request changes.