



Upper Dublin Public Library

Public Library Intern---Job Description

Position Overview

- Summer internship opportunity for a library/information science student or recent graduate looking for practical public library experience
- Candidates should be driven by a strong customer service ethic and a desire to provide the best information, technology, literacy, and programming services to our patrons

Responsibilities

- Learning the functions of and staffing the reference and circulation desks an average of 15-18 hours a week
- Additional hours spent shadowing all library departments (children's, teen, technical services, administration) to gain a broad understanding of library policies and procedures
- Assisting with programming for all ages and the Summer Reading Club
- Completing other projects/tasks as mutually decided upon library staff & intern

Benefits

- Gain practical experience at the reference and circulation desk, learning both print and digital resources
- Mentoring from seasoned library staff in all areas of the library
- Opportunity to gain a well-rounded public library experience
- Make valuable professional connections
- Develop new ideas and projects for the library
- Hourly salary & College Credit available

Training/Support Available

- Training and support from staff on library policies and procedures
- 1-on-1 job shadowing and training in all areas of public library service
- Library materials and tech, including cutting-edge STEAM LAB technology
- Attendance at staff meetings and other professional development

Qualifications

- A passion for public libraries
- Completion of at least 9-12 credits of graduate library/information science courses and be in pursuit of the degree OR a recent library/information science graduate (within 1 year of graduation)
- Strong computer/technology skills, including Microsoft products & Internet searching; comfort with e-readers and tablets is a plus
- Ability to learn reference and circulation procedures
- Excellent customer service; experience working with the public in any setting preferred
- Ability to work in a fast paced environment while learning new skills
- Ability to develop and work with a team & high degree of initiative
- Willingness to assist and learn all areas of public library service
- Ability to sit and stand for long periods of time and to push a cart

Commitment

- June 3-August 9, 2019, approximately 25 hrs/week
- Preferred hours: Mon-Tues.: 9:30 a.m.-3 p.m.; Wed. & Thurs: 5-9 p.m, & Fri, 10-5
- Must provide PA Child Abuse and Criminal History reports before employment begins and will be required to complete FBI fingerprint background check.
- Must agree to initial library interview, discussion of expectations for this position, & training

Contact

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