

Ashland Public Library Internship Description

Employer: Ashland Public Library

Address: 1324 Silver Street

City/State: Ashland, NE

Zip: 68003

Contact Person: Heather St.Clair

Title: Library Director

Phone: 402-521-2012

Email: librarydir@acrclib.org

The mission of the Ashland Public Library is to provide quality materials and services, which fulfill educational, informational, cultural and recreational needs of the entire community in an atmosphere that is welcoming and conducive to learning.

Internship Purpose:

The Ashland Public Library is offering an internship to a high school or college student interested in the possibility of choosing a career in librarianship. This 10 week internship will provide a basic understanding of a variety of library tasks, with a focus on a few specific areas.

Internship Job Title:

General Tasks/Topics:

- Introduction to the library: Meet staff, review expectations and policies.
- Introduce shelving locations and procedures, and OPAC.
- Review circulation duties, such as creating library patron accounts, InterLibrary loan procedures, ethical issues relating to customer service, instructions on check-in and out of materials.
- Review library collections, databases and other electronic materials.
- Review professional resources, including educational tools and various library organizations.
- Review library technologies for patron use, including hardware and software, print and computer management system, genealogy equipment, etc.
- Introduce library programming, discuss types and age levels targeted.
- Review marketing methods, print, electronic, and outreach.
- Introduce collection development guidelines for selection of materials and discuss vendors, and the removal of materials from the collections.
- Review the cataloging, processing and repair of materials.
- Discuss the library budget process
- Discuss the roles of the Library Board and the City Council.

Specific Tasks:

The student will participate in the following activities:

- Circulation and shelving of items
- Assisting with Summer Reading Program activities, by helping to prepare, set up, host and clean up.
- Create posts for the library Facebook and webpages, relating to the Summer Reading Program
- Select books and a craft or activity and hold a Story Time session
- Collection development, by creating a small order, with assistance
- Attending a library board meeting, as both an observer and giving a report to the board

The first three tasks will be regular tasks, whereas the last three will likely only be completed once for the experience due to focusing on the Summer Reading program and special projects, as follow.

There are a few special projects which we have want to work on and implement, but have yet to do so. They are excellent projects for an intern to work on. The first is to create tutorials guiding patrons in the use of our online cataloging services; letting patrons know what our catalog can do beyond searching for books and showing them how to use it.

Another project will be to create a list or lists of kid-friendly games and website, both educational and entertainment, and post to our website.

The final project will be to assist the Director in investigating the feasibility of a change in the classification of children's nonfiction items from the Dewey decimal system to a non-Dewey system. The intern will do research on the topic and contact libraries that have implemented such a change and discover the non-Dewey Classification used, how the transition was completed, and feedback the libraries have received on the change. Depending on the outcome and the time expended on the project, it is possible that the intern will work with the director to being setting up a non-Dewey classification and begin the transition. The intern will accompany the library director on at least one visit to Seward Public Library using a non-Dewey system and possibly a few more if other nearby locations are identified.

Qualifications:

- Required:
 - Basic computer skills
 - Strong work ethic
 - Attention to detail
 - Excellent customer service skills
- Desired:
 - A familiarity with the Dewey Decimal System
 - Experience with Microsoft Office

Schedule:

The internship will average 10 hours per week, primarily between 9am to 5pm. Help will generally be required on Tuesday mornings, but the number of hours per day and the number of days per week are flexible. To attend a library board meeting at least one Wednesday evening is required.

Start Date: May 23, 2016 Expected End Date: June 30, 2016

A \$1000 stipend will be paid out as part of this internship.

Application Process: Applications are available on our website Libraries.ne.gov/ashland or at the library. Please return all applications to the library or email to librarydir@acrclib.org

Application deadline: May 6, 2016

Anticipated Timeline

May 23	Inter turns in signed consent form and begins internship.
May 23-27	Intern completes Intern Baseline survey and expectations, library policies, and library tour. Shelving and circulation training. Begin Dewey project by reviewing current classification system.
May 30-June 4	Introduce professional resources and begin researching Dewey to non-Dewey classification. Intern views webinars and joins listserv. Identify and schedule library visit(s) for Dewey project. Review library technologies.
June 6-11	Introduce library programing. Student assists with Summer Reading Program (SRP) activities, observes Story Time. Work with OPAC and have student begin on tutorials.
June 13-18	Discuss the roles of the Library Board and City Council. Intern will assist with preparation for and attend Library Board Meeting. Review library collections, databases, etc. Intern will continue to work on tutorials and assisting with shelving and SRP.
June 20-25	Intern and Library Director visit libraries for Dewey project. Discuss knowledge gained from research and library visits with Director and help determine feasibility of change to non-Dewey classification. Review marketing methods and intern will create Facebook and website postings. Intern will continue to assist with shelving and SRP.
June 27-July 2	Intern begins on library webpage for kid friendly sites. Introduce library budgeting and have intern assist with bill claims. If moving forward with Dewey change over, help begin creating different classification sections. Intern will continue to assist with shelving and SRP.
July 4-8	Cover collection development and have intern create a small order of books, under supervision. Cover weeding process and have intern identify books for weeding. Intern will continue to assist with shelving and SRP.
July 11-15	Training for processing and repair of materials and have intern complete such tasks. Intern will continue to assist with shelving and SRP.
July 18-23	Cover basic cataloging and have intern catalog under supervision. Intern will continue to assist with shelving and SRP.
July 25-30	Intern will complete tutorials and webpage if not already done. Will compile SRP numbers, registrations, hours read, and program participation into an Excel spreadsheet.