

Plymouth District Library – Job Posting

<http://plymouthlibrary.org>

TITLE:

Library Science Student Intern

Part-time - 12hrs/wk

Schedule includes day, evening, and weekend hours

OUR LIBRARY:

The library's mission is to connect, enrich, and improve lives through information, services, and spaces. Our core values include access, literacy, community destination, and personalized service.

The Plymouth District Library is located in beautiful downtown Plymouth, MI in northwestern Wayne County. The library is a member of The Library Network. We serve the diverse residents of the city of Plymouth and Plymouth Township, as well as the patrons of 75 Detroit-area libraries through a reciprocal borrowing agreement facilitated by The Library Network.

Over 57,000 area residents are library card holders. In 2016, over 345,000 people entered the library for programming, borrowing materials, computer use, and other activities, and over 880,000 items were circulated. Our physical collections total over 250,000 items.

POSITION SUMMARY AND DUTIES:

Library Science Student Interns are primarily responsible for providing reference and readers advisory services to patrons of all ages. Interns serve the public at three of the library's service desks: Reference, Reader Advisory, and Youth. Other regular duties include supporting patrons' use of the library's technology services, such as databases and e-books, facilitating holds and interlibrary loan requests, program registration, and equipment assistance such as copy machines and scanners. Other Internship projects may include event planning and presenting, collection management, making displays, creating web content, and implementing strategic planning initiatives.

The goal of the Internship is to provide supervised, varied experiences that prepare library science students for the work of professional librarians. We can provide opportunities across library departments, and are also open to project ideas from the Interns.

SALARY:

\$15.39/ per hour

This position does not include benefits.

REPORTS TO:

Adult/Teen and Youth Services Coordinators

QUALIFICATIONS:

- Possession of a Bachelor's degree
- Enrollment in a Master's degree program in Library and/or Information Science with preference to those with at least one year remaining in the program before graduation.

REQUIRED SKILLS AND ATTRIBUTES:

- Patron-centered public service attitude
- Ability to exercise initiative and sound independent judgment
- Working knowledge of common computer applications, including Microsoft Office and the Internet
- Discretion and consideration for patron privacy
- Written and verbal communication skills consistent with graduate-level work
- Punctuality and dependability

PREFERRED SKILLS AND ATTRIBUTES:

- Advanced research skills
- Technology skills specific to mobile devices and apps, coding, and content management systems
- Familiarity with library systems such as automation, interlibrary loan, and databases
- Public library experience, either as an advanced user or library employee at any level of service

SEND COVER LETTER AND RESUME TO:

Robyn Lowenstein, Business/HR Manager
humanresources@plymouthlibrary.org

DEADLINE:

Friday, September 29 by 4:00pm

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the library. The Plymouth District Library does not discriminate in its employment on the basis of race, color, religion, national origin, citizenship, sex, age, height, weight, marital status, veteran status, or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.