

The Libraries

Summer Library Internships

Working as a Summer Library Intern provides an excellent opportunity to become familiar with the over-all and day-to-day functioning of the library. Interns find this experience better prepares them to write research papers and the final capstone paper in their major.

Job Description

Interns work for at least two departments and their day is divided accordingly. Departments include Circulation, Science Library, Music Library, CMMS, Research & Instruction, Digital Services and Inter-Library Loan.

Responsibilities

May include, but are not limited to, working at a service desk and assisting patrons; shelving books; retrieving materials from the stacks, receiving and processing books, films, journals and other materials; handling and cataloging materials; scanning materials; preparing packages for shipment and unpacking shipments; contributing to research projects; database maintenance; moving or shifting sizable quantities of books and/or other materials; film editing.

Oversight

Reports to Dawn Heckert and to Library Staff Supervisor for the area of assignment. Training will be provided and regular interaction with the supervisor.

Qualifications:

- Ability to learn and apply policies and procedures consistently, accurately, and thoroughly.
- Attention to detail (especially in following routine processes).
- Ability to work well with a supervisor, individually, and as a team player.
- Effective oral communication skills.
- Highly reliable & punctual.
- Attentive, courteous, helpful and professional attitude while on duty.
- Ability to lift/carry 10 pounds
- Ability to reach high and low shelves and/or to use a step stool
- Basic computer literacy
- Aptitude for working with word processing, databases and other computer applications
- Film editing desirable for one project

Duration & Funding:

- 11 weeks; May 15, 2017 – July 28
- 35 hours per week between 9am and 5pm
- \$11.00/ hour

To apply:

To apply, please fill out the library's summer internship application form. Please submit application to hccirc@haverford.edu or return it to the front desk in Magill.

Applications are due by **February 15**.