



Canton Public Library Job Posting

LIBRARIAN INTERN

POSITION SUMMARY

Under the direct supervision of the Librarian Manager, the Librarian Intern will gain the knowledge and skills necessary to serve in a public library. Through mentoring, assigned duties and special projects the Librarian Intern will develop as a new professional and support the Library's strategic plan and mission to Connect Our Community. The Librarian Intern will work with experienced librarians, community partners, and library patrons to gain practical experience in reference services, readers' advisory, programming, collection development, and other essential functions of public library service.

Librarian Intern positions are reserved for graduate students currently enrolled in a Master's-level library science program at an ALA-accredited university. Internships require a minimum 6-month commitment, and may continue for a maximum of 2 years. This position is classified as a temporary, part-time, on-call position; provides no benefits, and is non-exempt from overtime. The nature of the work requires daytime, evening, and weekend hours.

REQUIRED QUALIFICATIONS AND SKILLS

- **Current enrollment in an ALA-accredited Master's program.**
- **One year of experience** in a customer service environment.
- **Working knowledge of common computer applications**, including Microsoft Office and the Internet.

SCHEDULED HOURS AND COMPENSATION

- Eighteen (18) hours per week, including evenings and weekends
- \$16.05-\$18.87 per hour

APPLICATION INFORMATION:

Only complete application packets (that include a current [CPL application form](#), resume and cover letter) **received or postmarked by 9:00 PM on Monday, April 3, 2023** will be considered. Incomplete application packets will not be reviewed.

Submit complete application packets to:

Marian Nicholson – Business Services
Canton Public Library
1200 S. Canton Center Road
Canton, MI 48188
jobs@cantonpl.org

FULL JOB POSTING:

PRIMARY DUTIES AND RESPONSIBILITIES

- Support Information Services Librarians in providing Reference, Readers' Advisory, and Technology Assistance to the public

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- Accurately and efficiently answers patron questions in various forms, including library account information, finding collection items and checking out materials.
- Assists and trains patrons in the navigation of the library's website and other online services. Demonstrates and troubleshoots the use of equipment, software, and other technology.
- Performs reader's advisory by suggesting age-appropriate materials to patrons.
- Develop and implement programs for patrons in line with the Library's strategic plan, with guidance from professional Library staff.
- Assists Information Services Librarians with collection development and maintenance tasks.
- Promote the Library as a safe space for patrons of all types.
 - Greets and assists patrons throughout the entire library, assessing patron needs and referring as needed.
 - Maintains neat and orderly library appearance.
 - Enforces library policies using a polite and professional approach. Refers issues beyond the Librarian Intern's scope of authority to the Librarian-in-Charge or library administration as appropriate.
- Other Duties and Responsibilities
 - Compiles, reviews and/or interprets statistical data. Conducts research as assigned.
 - Serves on workgroups/committees and participate in library initiatives as assigned.
 - Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contributes content as appropriate.
 - Accepts special assignments or duties in support of the library's goals and objectives.

REQUIRED QUALIFICATIONS AND SKILLS

- Current enrollment in an ALA-accredited Master's program.
- One year of experience in a customer service environment.
- Working knowledge of common computer applications, including Microsoft Office and the Internet.
- Punctuality and dependability.
- Consistent display of public service attitude that reflects the library's values. Ability to work with patrons of varied backgrounds, ages, and abilities.
- Ability to exercise initiative and independent judgment.
- Written and verbal communication skills at the level typically acquired with enrollment in a Master's degree program.

PREFERRED QUALIFICATIONS

- Coursework related to area of focus/department.
- Experience in a public library.

ESSENTIAL FUNCTIONS

- Ability to lift and carry boxes up to 25 lbs. and push carts weighing up to 200 lbs.
- Ability to sit, stand, and walk for long periods, and the ability to bend, reach, stoop, or crouch when assisting patrons.
- Ability to communicate clearly and effectively, in writing and verbally.
- Ability to efficiently review, comprehend and produce a wide variety of materials in both electronic and hard copy form.



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- Ability to work effectively under stressful conditions in a fast-paced environment.

Canton Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.