

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

EMPLOYMENT OPPORTUNITY AVAILABLE

POSITION TITLE: Library Science Media Intern – 2 Positions

DEPARTMENT: Adult Services, reporting to Adult Services Department Head
Youth Services, reporting to Youth Services Department Head

RESPONSIBILITIES: **Direct public service:** provides positive public service in the Media Center for children, teens, and adults, including media advisory, reference service, instruction in the online catalog and information. **Indirect public service:** compiles bibliographies and similar tools to promote the Media collection; prepares displays; assists the public service departments in maintaining order, weeding, and other collection development activities for non-print materials. Create and maintain online reading lists and newsletters.

Policy: assists in the development and implementation of library policies and procedures. **Professional development:** maintains knowledge of state-of-the art technologies and directions. Seeks opportunities for professional growth and development.

REQUIREMENTS: **Minimum:** Current enrollment in a library science Master’s degree program. Able to lift, push and/or pull at least 20 pounds; able to visually review materials and discern voice and audible tones. Desire to serve the public in a positive energetic manner. **Desirable:** Public library work experience. Excellent interpersonal skills to work effectively with staff and Library users.

HOURS: Part-time, 20 hours weekly. Includes evenings and weekends. Internship limited to three-year length.

WAGE & BENEFITS: \$16.47 per hour. Pro-rated paid time-off benefits, i.e., sick, personal business, vacation, holiday, and emergency time. Term life and disability income insurance provided.

APPLICATION, COVER LETTER & RESUME DUE: September 30, 2015

TO: Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248.642.5800 E-mail: careers@btpl.org

*Bloomfield Township Public Library champions the power of words to spark discovery and imagination.
For more information about the library, visit our website: www.btpl.org*

LIBRARY SCIENCE INTERN
TYPICAL WORK WEEK'S TASKS

A typical work week for the Library Science Intern may include:

- identify recently acquired items no longer on shelf or recorded in circulation
- assist young patron in finding non-fiction DVD appropriate for report use
- locate audio book by favorite author for patron
- prepare display for bulletin board
- verify titles and call numbers for discography
- answer telephone calls regarding availability of item
- instruct patron in the use of the online library catalog
- create new items lists for online catalog
- assist senior citizen with placing holds on videos
- post information on Library website
- assist patrons with downloading process