



Bachelor of Science in Information and Library Services
The University of Maine at Augusta

Dear Prospective Library Internship Supervisor:

The final required course for the Bachelor of Science in Information and Library Services is ILS 499 an internship that includes 120 hours of onsite work. For those who have never worked in libraries, it is intended to provide an overview of the types of services and work skills required. Many candidates already have extensive experience working in school and public libraries. For these candidates, the experience of working in a library setting different from the one that presently employs them is designed to give them a fresh viewpoint and enable them to acquire a different perspective.

Because of the disparity in services offered by different libraries, the internship experience has set certain criteria for the Host Library in order to provide a quality experience for the student. The requirements are as follows:

- A. The presence of a supervisor whose qualifications include one of the following: an MLS or MLIS, library media certification, or public library certification (in Maine, MLS, Level V or VI).
- B. Some automated services such as an online catalog, circulation, access to union catalogs, the Internet.
- C. Ability to provide basic experiences in the areas of public service, collection development, and technical services.

We appreciate the time constraints that plague every busy librarian and, therefore, try to minimize the time required to evaluate the student's work. Students will be expected to keep a time and work experience log, acquire some work experience in the above listed areas, and complete a project that is mutually acceptable to both student and Site Supervisor. A match between a student's area of interest and the library's need for some extra help with an on-going or short-term project would be an ideal situation. This project should be an opportunity for the student to give back to the library using the skills they have learned through the ILS program.

The Internship Supervisor's responsibilities will include:

- A. Agreeing on a time frame when the internship can be served
- B. Arranging for the various work experiences that are required
- C. Signing off on the student log to verify time and experience
- D. Reviewing and signing the Interim Report and the Final Report
- E. Filling out the Evaluation Form at the end of the internship

While there are no monetary rewards connected with accepting a student intern, you and your library will be providing a valuable service to the profession, gaining some extra temporary personnel, and having an opportunity to access a potential future job candidate. If you are willing to accept this student, please complete the accompanying form.

I can be reached by telephone at 1-877-UMA-1234 (toll-free Maine) or 1-888-850-5379 (National toll-free) or by e-mail at jodi.williams@maine.edu . Please contact me if you have any questions or concerns.

Sincerely,

Jodi C. Williams, Ph.D.
Coordinator and Assistant Professor
Library & Information Services Program

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"In the middle of difficulty lies opportunity."

~Albert Einstein  
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