

School of  
**Information Sciences**

Department of Information Culture and Data Stewardship

**MLIS Experiential Learning  
PITT PARTNERS PROGRAM POSITION DESCRIPTION**

<b>Host Site:</b> Carnegie Library of Pittsburgh – Main – Music, Film, and Audio Department (4400 Forbes Ave, Pittsburgh, PA 15213)			
<b>Site Supervisor:</b> Megan Fogt		<b>Email/Telephone:</b> fogtm@carnegielibrary.org	
<b>Position Category:</b>	<input type="checkbox"/> Academic	<input checked="" type="checkbox"/> Archive	<input type="checkbox"/> Children & Youth
	<input checked="" type="checkbox"/> Public	<input type="checkbox"/> School	<input type="checkbox"/>
<b>Time Commitment per week:</b> <input checked="" type="checkbox"/> 10 hours <input type="checkbox"/> 15 hours			
<b>Compensation:</b> \$ <input type="checkbox"/> Hourly wage \$ <input type="checkbox"/> Stipend/term <input checked="" type="checkbox"/> None			
<b>Public Transportation Accessible:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

**Position Overview** (1-3 sentences)

Work with Music, Film, and Audio department librarians in a variety of capacity. Projects may include:

- Scrapbooks – Clean, interleave with buffered paper, and create custom clamshell boxes
- Database creation – transfer detailed information from card files to spreadsheets
- Work the reference desk, answer phones, and assist walk-up customers
- Learn from experienced, friendly librarians
- Shelf read scores
- Other projects as available

**Essential Job Functions**

- Reference desk experience may include the following: Provide reference services by conducting reference interviews, doing research and performing computer searches, directing customers to appropriate sources, matching interest and abilities to library materials, compiling resources lists, and instructing patrons in the use of library media.

**Requirements**

Expertise with electronic resources and Microsoft Office, commitment to exemplary customer service, excellent interpersonal and collaboration skills, and a strong commitment to teamwork.

Candidates will be required to have or obtain current clearances for working with children as required by the state of Pennsylvania and/or by Carnegie Library of Pittsburgh Human Resources.

**Other Skills/Abilities**

Ability to read music is preferred.