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

- A placement the Collection Services department will have the opportunity to shadow and assist each member of the Collection Services team in order to develop a comprehensive view of collection development and management in a public library environment. The student will be exposed to:
  - Selection of materials across all ages and formats
  - Evaluation of a pilot project
  - Overview of collection development budgeting
  - Collection management processes such as weeding, collection refreshment, and collection maintenance

**Essential Job Functions**

Student will participate in a special project to be determined by the needs of the department and the intern’s interests and skills. Potential projects include:

- Assisting in the development of location profiles. Responsibilities may include: data gathering and analysis of the collection; data gathering and analysis of the community; site visits and participation in meetings with location managers
- Exploring non-traditional ways to gather feedback from current and potential library users. Responsibilities may include: conducting benchmarking related to best practices at other libraries; developing and presenting a proposal of suggested methods and timeline

**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.