

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: Carnegie Library of Pittsburgh - Collection Services (50 Alexander Street, Pittsburgh, PA 15220)		
Site Supervisor: Holly Anderton	Email/Telephone: andertonh@carnegielibrary.org	
Position Category:	<input type="checkbox"/> Academic	<input type="checkbox"/> Archive
	<input checked="" type="checkbox"/> Public	<input type="checkbox"/> School
	<input type="checkbox"/> Children & Youth	<input checked="" type="checkbox"/> Cataloging
Time Commitment per week: <input checked="" type="checkbox"/> 10 hours <input type="checkbox"/> 15 hours		
Compensation: \$ <input type="checkbox"/> Hourly wage \$ <input type="checkbox"/> Stipend/term <input checked="" type="checkbox"/> None		
Public Transportation Accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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.

Other Skills/Abilities