

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 – Squirrel Hill (5801 Forbes Ave, Pittsburgh, PA 15217)			
<b>Site Supervisor:</b> Megan Fogt		<b>Email/Telephone:</b> fogtm@carnegielibrary.org	
<b>Position Category:</b>	<input type="checkbox"/> Academic	<input type="checkbox"/> Archive	<input checked="" type="checkbox"/> Children & Youth
	<input checked="" type="checkbox"/> Public	<input type="checkbox"/> School	<input type="checkbox"/> Other
<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)

This position is for a MLIS candidate with an area of interest in Children's and Teen Services (birth-18 years old and their families and caregivers). During this placement, the MLIS student will be mentored by a dynamic team of experienced Children's and Teen Specialists and will have the opportunity to gain practical knowledge in programming, collection maintenance and development, reader's advisory and reference service.

**Essential Job Functions**

- Assist with shelving of books & revising the shelves in order to become familiar with the collection and children's and teen materials.
- Regularly work the Children's and Teen "Ask a Librarian" desks to gain experience in providing reader's advisory and reference services; assisting and instructing patrons in the use of library resources, catalog, etc.
- Observe a variety of programs both within site and at other locations. This includes scheduling a visit to the Children's Department or Teen Department at CLP – Main, in order to experience the resources available at this large location.
- Work with the clerical supervisor or other clerks to obtain training at the customer service desk for at least one day.
- Provide collection development assistance on a section of the collection and discuss the process with librarians, in addition to meeting with the Coordinator of Children's Collections to find out more about central processing.

**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**