MLIS Experiential Learning
PITT PARTNERS PROGRAM POSITION DESCRIPTION

Host Site: Carnegie Library of Pittsburgh – Squirrel Hill (5801 Forbes Ave, Pittsburgh, PA 15217)

Site Supervisor: Megan Fogt
Email/Telephone: fogtm@carnegielibrary.org

Position Category: 
- Academic
- Archive
- Public
- School
- X Children & Youth
- Other

Time Commitment per week: 
- 10 hours
- 15 hours

Compensation: 
- Hourly wage
- Stipend/term
- None

Public Transportation Accessible: 
- Yes
- 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