

School of  
**Information Sciences**

Department of Information Culture and Data Stewardship

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

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|---|--|---|--|
| <b>Host Site:</b> Grace Library, Carlow University  |  |   |  |
| <b>Site Supervisor:</b> Andrea K. Leyko   |  | <b>Email/Telephone:</b> <a href="mailto:akleyko@carlow.edu">akleyko@carlow.edu</a> 412-578-6142 |  |
| <b>Position Category:</b> <input checked="" type="checkbox"/> Academic <input type="checkbox"/> Archive <input type="checkbox"/> Children & Youth<br><input 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 will involve handling interlibrary loan requests using the OCLC WorldShare and the Rapid ILL services.

**Essential Job Functions**

The intern should be available to work at least 3 days per week (Monday, Wednesday, Friday, or a similar schedule). The intern will handle both borrowing and lending requests from start to finish. The intern will maintain print and online files for resource sharing.

**Requirements**

Basic computer skills, prior experience with interlibrary loan helpful, an interest in interlibrary loan or resource sharing.

**Other Skills/Abilities**

Good organization skills, record keeping, basic knowledge of Excel/spreadsheets.