

School of  
**Information Sciences**

Department of Information Culture and Data Stewardship

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

<b>Host Site:</b> Carnegie Free Library of Swissvale
<b>Site Supervisor:</b> Kate Grannemann <b>Email/Telephone:</b> grannemannk@einetwork.net
<b>Position Category:</b> <input type="checkbox"/> Academic <input type="checkbox"/> Archive <input 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 type="checkbox"/> Yes <input type="checkbox"/> No

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

This is a 10 hour per week internship in a small, ACLA-member, community-oriented public library in an urban area just outside Pittsburgh.

**Essential Job Functions**

Provide excellent patron service in person and by phone. Assist patrons in using the library. This will include using computer resources, obtaining materials (either from Swissvale Library or another ACLA-member library) and finding answers to their questions.

Accurately use the Sierra circulation system, including registration for library cards, circulation of materials, and searching for material for the patron.

Other tasks will be assigned as they become available, including but not limited to assisting with weeding, searching for missing materials, creating displays, promoting library programs. Note: this is not a program-heavy position, though there may be occasional opportunities to assist with programming.

**Requirements**

Ability to work effectively with a small staff in a teamwork setting.  
Work ten hours per week as assigned; may include evening and /or Saturday shifts.  
Dress in a business casual manner.

**Other Skills/Abilities**

Friendliness; clear communication; a commitment to one's growth and development as a professional librarian; flexibility; ability to use feedback for one's benefit.