

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: North Versailles Public Library			
Site Supervisor: Cindy Coles		Email/Telephone: 412-823-2222/colesc@einetwork.net	
Position Category: <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			
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)

The North Versailles Public Library is a small library serving all communities in the area. In this position the student would be able to learn the library system, i.e., computer system, customer service and other aspects of the library. The schedule for the student is flexible as we are open Monday through Saturday with evening hours on Tuesdays and Thursdays.

Essential Job Functions

Greet patrons and check items in and out; shelve returned items; help patrons with order requests; process new materials (book covering, etc.) to add to our collection; general shelf maintenance. We also have activities during the week in which they can help prepare for or help with the activity.

Requirements

Excellent customer service and communication skills, basic knowledge of PC functions, including MS Office, internet searching, office machine knowledge, copier, fax machine.

Other Skills/Abilities

Any other computer knowledge, i.e. Microsoft publishing.