

Library Intern (Summer) – Hibbing Public Library, City of Hibbing (MN)

Primary function:	Assists Children’s Librarian with summer reading program; assists Reference Librarian with special projects; works at public service desk as needed.
Comparable Worth Rank:	None (not rated)
Work Environment:	Indoors, controlled office setting. Occasional outdoor activities
Hours:	20-40 hours per week for 13 weeks (June-August)
Tools/equipment:	Electronic computing and communication devices, cash register, standard office and library equipment.
Materials:	All library materials and supplies.
Supervised by:	Library Director

Responsibilities:

1. Assists Children’s Specialist with registration and distribution of prizes for children for summer reading program. May help produce and present children’s programs and story times.
2. Assists Library Staff at the public service desk as needed:
 - a. Checks out books and other library materials to library users.
 - b. Answers and directs incoming telephone calls and messages.
 - c. Provides directional information to library users.
 - d. Assists library users with photocopier.
 - e. Retrieves reference periodicals and materials from special collections.
3. Checks in library materials as scheduled.
4. Processes, cleans and repairs library materials.
5. Assists Reference Librarians & Technical Services Librarians with special projects such as checking shelves for lost items, weeding collections, updating files, and researching and indexing (using print, microfilm, and electronic/digital resources).

Abilities, Skills and Knowledge

1. Computer literacy required. Ability to accurately enter data using standard office software (word processing, spreadsheets, databases).
2. Ability to:
 - a. Stand 2-3 hours;
 - b. Push book carts weighing 500 pounds, 2-5 times a day;
 - c. Lift books weighing 25 pounds from floor to waist, 10-15 times a day;
 - d. Sit for 2-3 hours per day.
3. Ability to establish and maintain good relationships with the public, library staff, and the library director.
4. Ability to communicate effectively.

Minimum Requirements

1. High school diploma.
2. Must be a full-time student entering or currently enrolled in a post-secondary institution.
3. Previous library experience desirable.
4. College coursework in child psychology and development or education (preK-12) desirable.
5. Experience working with children preferred.