

Pine River Public Library District

PINE RIVER LIBRARY INTERNSHIP POLICY

The Pine River Library has an active internship program and believes that an effective internship program inspires the next generation of engaged and talented individuals to pursue a career in library services.

Internships also encourage community participation and opportunities for growth in our field by bringing in fresh ideas and the possibility to complete special projects.

Internship programs expose students to a wide variety of job opportunities in the library. The Pine River Library fosters this participation.

IDEA OF AN INTERNSHIP

Internships are time-allotted and create an on-the-job training for students to experience and experiment with the library's role in the community and as a future career opportunity.

- Internships should be in the student's field of study.
- Internships should be viewed by both the intern and their supervisor as experience rather than an employment opportunity.
- Interns should not be used to complete the day-to-day tasks of a staff member
- Internships are unpaid positions (unless paid for by the intern's school).
- Internships are considered on a case-by-case basis and may be for-credit, or not-for-credit depending on how the internship is planned between the library staff leading the internship, and the student's school.
- The internship must be well-planned structured to be finished at the agreed upon time period.

GUIDELINES FOR ACCEPTING INTERNS

1. Interns will not be used to displace paid staff.
2. Internship assignments and goals should be set up ahead of time and should be appropriate for the student.
3. Internship work should be based upon the student's qualifications.
4. The Pine River Library staff that is responsible for the intern should have a clear understanding of what the student's goals are and the objectives for the institution from which they came.
5. The library has the right to either accept or deny an intern request.
6. Any staff member who is responsible for an intern must consider their personal workload and consider the responsibility of taking on an intern before committing to this task.
7. The Pine River Library staff member who will be taking on an intern at the library should set up an interview and review the policies of the internship before committing to the internship.

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8. If an employee of the Pine River Library is contacted directly to work with an intern, but is unwilling or unable to fulfill the request, the employee will direct the intern to their supervisor to be reviewed for interning with another staff member.
9. If the internship is for-credit, students should provide the Pine River Library staff with the internship packet. The staff is responsible for completing and participating with the institution to complete the internship program. All obligatory tasks must be completed by the agreed upon deadline of the internship program.
10. Interns are not considered for special hiring.
11. Interns interested in job opportunities with the library must follow regular hiring guidelines.
12. Interns, who are not performing up to task, may be dismissed at any time.
13. Interns are expected to follow the policies and procedures of the library.
14. All interns must agree to a background check prior to working at the library.

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