

Internship Program Policy Palos Park Public Library

Internships at the Palos Park Public Library are unpaid and do not guarantee employment once completed. Interns will work directly under the Public Services Librarian.

Qualifications

Individuals majoring in Library and Information Science with a 3.0 G.P.A. Internships will only be available for students seeking college credit from the educational institution to which they attend. Internships will pertain to the student's field of study.

Intern Statement of Commitment

Name:

Internship Title:

Emergency Contact Information

Name:

Phone Number:

Relationship:

Commitment

The library agrees:

- to provide a respectful work and learning environment.
- to provide training and support as needed.
- to appreciate your commitment and accomplishments.

I agree:

- to attend orientation and training(s).
- to notify the library of an absence as far in advance as possible.
- to accept guidance from staff.
- to adhere to all library policies, processes and procedures.

I understand the tasks and responsibilities of this position. I will comply with all library policies and procedures.

Signature:

Date:

Policy Approved by the Library Board of Trustees
November 16, 2016