



Library Outreach Services Internship

Opening Date: 2/25/15

Closing Date: 4/24/15

Job Type: Internship

Main Location: Hennepin County Library - Ridgedale, 12601 Ridgedale Drive, Minnetonka, Minnesota

The Position

The Outreach Division promotes the use of the library for the nontraditional or under-served user through the development and support of programs and services. The department's goal is to bring the experience of the library and its resources to the community - in their homes, senior living facilities, rehabilitation centers, county correctional facilities and through library events.

This unpaid internship is from May - August 2015, 4 - 8 hours per week. It can be used for college credit or work experience.

Primary Duties and Responsibilities include:

- Provide direct information services through the "At Home" phone line.
- Plan, develop, and implement a project of interest related to Outreach.
- Assist in the following areas -
 1. Classify and organize the Adult Correctional Facility collection.
 2. Compile and analyze data for Corrections, At Home, and Deposit Collection programs.
 3. A family literacy program called "Read to Me" at the Adult Correctional Facility.
 4. Create and implement evaluation surveys for Outreach patrons.
 5. Weekly filing of information requests from the Adult Correctional Facility.
 6. Create, implement and evaluate Outreach programs.
 7. Develop collections for correctional facilities.

Best-Qualified Candidates will:

- Be currently enrolled in a library program or be a recent library school graduate.
- Have completed coursework in reference and information services.
- Have not previously completed an internship with Hennepin County Library.

To Apply:

Submit a resume, cover letter outlining your qualifications for this internship, and contact information for two references to Barb McKenzie.

Barb McKenzie

Hennepin County Library - Ridgedale

12601 Ridgedale Drive

Minnetonka, MN 55305

bamckenzie@hclib.org (preferred)

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