General Library Internship Description

Position Title: Library Intern
Department: Van Wylen Library
Location: Holland, MI

Internship Description

This internship will expose students interested in the library profession to all areas of an academic library and allow interns to tackle in-depth projects matched to their interests, with tangible outcomes that can be shared on graduate school applications and resumes. Interns may engage in projects in Research and Instruction, Access Services, Collection Development, Technical Services and Systems, with topics matched to their interests and library needs.

Responsibilities

Projects will vary based on a student's interests, experience, and possibly major, in addition to current library needs. Once selected, interns will collaborate with their library supervisor to develop an internship work plan.

Hours are flexible but typically between Monday–Friday, 8 a.m. to 5 p.m.

Qualifications

General Library Internships are available to any undergraduate student who is seriously considering academic librarianship as a career path. Preference will be given to students who have previous library and/or museum experience. Library internships require extensive independent work, so possible interns should demonstrate a commitment to reliably completing assigned tasks on an established schedule.

Special Instructions and Terms

Internship positions may begin at the start of the fall or spring semester or during the summer. Students interested in a library internship should begin the application process prior to registration for the semester in which they would like to intern. Final internship decisions will also be based on staff availability to supervise the projects.

General Library Internships are unpaid but may receive either academic credit through a Major/Minor department or general elective credit through the Boerigter Center. For more information on Academic Internships (for credit) and Registering for Internships students should consult the Boerigter Center.

Most work will take place onsite at Van Wylen Library between the hours of 8am-5pm, Monday through Friday. The hours are flexible and some remote work may be available.

Library internships may require working with heavy physical materials and/or extensive computer-based work. Please share with your internship supervisor if reasonable accommodation(s) are needed to complete your internship.

Additional Information and Application Guidelines

For more information or to apply, please contact:

Kristin Meyer
Dean of Libraries
meyerk@hope.edu
616-395-7738

Applicants should fill out the Library Internship Application and submit it and a current resume to the Dean of Libraries or another library staff member they consulted for an internship.

Sample of Possible Library Internship Projects

Most internships complete 2-3 projects, depending on number of credits
(last updated Fall 2024)

General

- Meet with Van Wylen Librarians (and/or librarians at other institutions) to discuss career paths and graduate school experiences (required of all internships)
- Co-write or co-present research with a librarian
- Data visualization - develop visualizations that help tell the library's impact to different constituencies

Research and Instruction

- Shadow teaching and research appointments
- Prepare a lesson plan for a course/workshop and co-teach and with a librarian
- Analyze and research service models for research help and create an action plan
- Help with LibGuide creation and/or editing
- Co-design a LibWizard tutorial on an information literacy or digital literacy topic
- Create marketing materials highlighting research tools and research support

Collection Development, Access Services, and Outreach

- Analyzing a section of the collection, working within a disciplinary area to evaluate our coverage and propose additional resources. Work in Gobi/Rialto and other resources to identify books.
- Collaborate with a librarian on a deaccessioning Project using SCS or other data
- Do an evaluation of electronic resources (current and potential) in a particular area (newspapers, disciplinary, multimedia)
- Design and Execute a Popup Library event outside the library
- Design a library display
- Redesign the New Book and Browsing Collection area
- Study of campus needs for books in order to help answer the question of why students are not checking books out. Possibly conduct a survey. Do our users really want physical books but are having trouble finding them? Do faculty not require students to use books in their bibliographies?
- Investigate ebooks vs. print books and streaming videos vs. DVDs. Why do students pay money for things that are available in the library?
- Project engaging resource and information literacy support for HWPEP incarcerated students. Research issues and best practices for this student population.

Technical Services and Systems

- Troubleshoot electronic resources and catalog issues and write up documentation for procedures to share with other library departments
- Learn Serials check in process and make suggestions for improving procedures.
- Specialty project tailored to a student's major. For example, a computer science student could do a systems project that involved programming.
- Learning the basics of cataloging and working on a set of materials of various formats.
- Learning the basics of creating a digital collection and making it publicly accessible.
- Review of how the budget process works.
- Clean up our LibGuides. There is old, deprecated HTML that is not displaying properly and pasted Microsoft Word content that does not work correctly. Work to make our LibGuides more uniform and educate our LibGuide administrators on better practices.
- "Life Cycle of a Library Resource" - Select a group of materials for purchase by the library and meet with each library staff member to learn the process of how things are added to the collection.
- Research and design a reparative metadata project tailored to the student's interest and current metadata standards.
- Learn about and implement new technologies and methods to increase discoverability of key topics, themes, people, places, and things.

User Experience and Library Spaces

- Perform a deep dive into our website and Primo on mobile devices. Testing and identification of issues and things that could be improved.
- Review the prose on the Hope College Library website and suggest changes that would be more useful to students.
- Research trends in library furniture and building space design. Plan a project for collecting feedback on student needs for study spaces.

Digital Literacy Skills in Libraries

- Determine what digital literacy skills students need most and build a small library of digital video tutorials for multimodal projects
- Create a marketing plan for the Digital Skills Consultants team
- Other areas to build video tutorials for: searching on primo, research tips, AI usage, circulation, citation, library printer access