

## **Valley Cottage Library's 'For Future Reference' Internship Program**

The Valley Cottage Library's mission is to provide a welcoming, inclusive, and sustainable environment in which materials and services support and enhance the diverse needs and interests of the community. To align with the Library's mission, our Advocacy Committee invites Nyack High School students to apply for the Valley Cottage Library Internship Program. The purpose of this internship is to attract to librarianship people from communities currently underestimated in the profession.

### **INTERNSHIP DESCRIPTION**

Two interns will be selected to participate in a program from September to November, scheduled for two-hour shifts twice a week for 10 weeks, totaling about 40 hours. Interns will spend their time learning about how the Valley Cottage Library serves our community by shadowing staff in each department including Adult, Teen, and Children's Services, Circulation, Technical Services, and Programming/exhibit management. Each intern will have a dedicated mentor to ask questions of and from whom to receive support throughout the program. A general exploration of libraries as a career will include education on guiding principles for public libraries. Finally, the intern will complete a capstone project of their choice, furthering the Library's mission.

### **WHO IS ELIGIBLE**

The Valley Cottage internship position is open to U.S. citizens or legal residents in Nyack High School or within the Nyack School District, who are entering 11<sup>th</sup> or 12<sup>th</sup> grade or its equivalent.

### **REQUIREMENTS**

Ideal interns/applicants are:

- Punctual – arrive on time and prepared to learn
- Positive – when interacting with anyone in the library, including staff members and patrons
- Flexible – all areas within the library require multitasking, organization and problem-solving skills
- Collaborative – the best products are frequently the result of multiple perspectives and efforts
- Creative – new ideas are welcome and encouraged
- Capable – able to understand and carry out verbal and written instructions with or without direct supervision

### **WHAT IT OFFERS**

- A stipend of \$500, applicable taxes withheld
- Recommendation letters upon request

### **HOW TO APPLY**

Applicants must submit an application that includes their personal information, parental agreement and emergency contact information, and a response to the essay question.

Applications can be submitted via email to [vcinternship@rcls.org](mailto:vcinternship@rcls.org) or dropped off in person at the information desk at the Valley Cottage Library.

### **APPLICATION DEADLINE**

June 30<sup>th</sup>, 2025

### **WHAT TO EXPECT AFTER APPLYING**

- Interviews will be conducted with prospective applicants
- All applicants will receive a written response with the final selection decision
- The Library may choose to not run this internship during a particular cycle
- No phone calls, please
- Please be sure to check your spam folders for communications from *VCL Internship* ([vcinternship@rcls.org](mailto:vcinternship@rcls.org))