

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

The Valley Cottage Library's mission is to promote an environment where diversity, equity, and inclusion are essential to the daily operations of the library. We are committed to examining and improving policies, procedures and practices through the lens of equity and inclusion to enhance our services to best serve the needs of our community.

To align with the Library's mission, our Diversity Committee invites Nyack High School students to apply for the Valley Cottage Library Internship Program.

INTERNSHIP DESCRIPTION

Two interns will be selected to participate in a program that will run from September to November, in which interns will be scheduled for two-hour shifts twice a week for 10 weeks. 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 the Programming/exhibit management department. 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 choosing, which will further the mission of the library.

WHO IS ELIGIBLE

The Valley Cottage Library internship position is open to U.S. citizens or legal residents in Nyack High School or within the Nyack School District, who are entering 11th or 12th grade or its equivalent. Typically accepted students will belong to communities traditionally underrepresented in libraries.

REQUIREMENTS

Ideal interns/applicants are:

- Punctual – arrive on time and be 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

Students will be given:

- A stipend of \$500
- Recommendation letters to those who request them

HOW TO APPLY

Beginning May 1st, 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 or dropped off in person at the information desk at the Valley Cottage Library.

APPLICATION DEADLINE

June 23rd

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



VCL Diversity Committee Presents 'FOR FUTURE REFERENCE'

A paid high school internship program

Internships involve two students joining us per semester for two sessions per week, with sessions lasting two hours each, after school on weekdays. Fall internships will run from mid-September to mid-November.

This internship is designed as a career exploration and includes education and practical application of skills and new ideas. Designed with mentorship in mind, each intern will have a dedicated mentor to ask questions of and from whom to receive support throughout the program. With this support, interns will:

- Learn and discuss guiding principles for public libraries using a variety of audiovisual media;
- Shadow library staff in each department (Adult Reference, Teen Services, the Children's Room, Circulation, Technical Services, and Programming and Exhibit Management) to experience how all areas of the Library serves and supports our community;
- Complete a capstone project of their choosing

Interns will be compensated with a \$500 stipend at the end of the program and we will offer college recommendation letters to those who request them. After the internship, students interested in further work at the library can apply to become a library volunteer. The library also has occasional openings to become a library page, which is a paid part-time position for students.

Name: _____ Date of Application: _____

Address: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Email Address: _____

Date of Birth: _____ Grade: _____ School: _____

Essay Question: Why do you want to participate in this internship at the Valley Cottage Library?

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name: _____ Relationship: _____

Cell Phone: (_____) _____

CONSENT (Required for all volunteers under the age of 18):

_____ has my permission to work as an intern at the Valley Cottage Library. I will encourage my child to follow the intern handbook.

Signature of Parent/Guardian: _____ Date: _____

Home Phone: (____) _____ Work: (____) _____ Cell: (____) _____