***Lexington Public Library Internship Description***

The Lexington Public Library is looking for curious, dedicated, and energized individuals looking to learn more about the Lexington Public Library, contribute to its day-to-day success, and gain valuable experience for future employment.

**Below is a list of *potential* tasks and responsibilities for an internship with Lexington Public Library. Actual tasks and responsibilities will be dependent on the duration, intent, and focus of your internship.**

* Offer programming support before, during, and after programs under the direction of a supervisor. This may include preparing activities, set up, directing participants around the library, assisting participants during the program, and assisting with take down and clean up.
* Interact and communicate pleasantly and effectively with diverse customers and staff, maintaining a positive and professional demeanor and providing friendly courteous service.
* Assist in checking in returned materials, pulling reserve items for customer pickup, and returning materials to the shelves. This includes accurately shelving library materials such as books, DVDs, CDs, and more.
* Assist customers in utilizing library tools, including the library’s website and databases, digital material formats, basic internet resources, the Online Public Access Catalog (OPAC), copiers, computers, printers, reader printers, etc.
* Perform routine collection maintenance tasks according to assignment.
* Provide exceptional customer service and proactively seek out customers to offer assistance in all parts of the library or department.
* Gain an understanding of the comprehensive workings of the public library through experience with several departments that perform internal and external functions for the library.
* Work may be performed at various locations throughout the library system. Must have reliable transportation and ability to travel between locations.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Must have the ability to:

* Learn and apply fundamental library procedures, methods, and techniques after orientation and training.
* Establish and maintain positive, effective working relationships with library customers and co-workers.
* Carry out with limited supervision continuing assignments related to the daily operations of the library.
* Follow oral and written instructions.
* Effectively communicate both orally and in writing with customers and staff.
* Learn and adapt to new and changing technologies and troubleshoot equipment as needed.
* Understand the boundaries of job responsibilities and refer customers to trained library staff appropriately.
* Must have working knowledge of current Microsoft Windows, Microsoft Office products and navigation of the Internet.
* Be persistent, detail oriented, and able to maintain focus on one task

**LICENSE/CERTIFICATION**

* Successfully pass a background investigation if 18 or older.

**PHYSICAL AND MENTAL REQUIREMENTS**

Must have the ability to:

* View computer monitor and read/comprehend alphabetical and numerical sequences on library materials.
* Efficiently operate and manipulate office equipment such as keyboard, mouse, printer and copier equipment.
* Transport, place and remove books from any shelf of a 90” high shelving unit.
* Climb a step stool or alternate method to secure books and other library materials.
* Perform essential functions which require transporting materials weighing up to 40 lbs, and standing for periods of 2-3 hours.
* This internship opportunity can be physically demanding, requiring the intern to bend, squat, kneel, lift, and stand for extended periods.
* Potential interns will be given online training materials and a test before being officially trained and onboarded to ensure long-term success.

**HAZARDS/UNUSUAL WORKING CONDITIONS**

Work is often performed in and around books, shelves, and computers, requiring adherence to industry safety procedures and guidelines.