



## **EMPLOYMENT OPPORTUNITY**

Bloomfield Township Public Library is looking for two enthusiastic, energetic library science students committed to high quality public library service. Bloomfield Township Public Library is a class V library with a service population of 44,000+ people and has a \$7.9 million annual operating budget. There is strong community support for the Library, its collections, its services, and the programs offered. The Library promotes inclusivity in the diverse collections and programs available to all ages and abilities. Technology is integrated into library services. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative team environment.

**POSITION TITLE:** Library Intern

**DEPARTMENT:** Adult or Youth Services, reporting to Department Head

**NUMBER OF OPENINGS:** 2

**HOURS:**

Part-time, 20 hours weekly. Includes evenings and weekends. Internship limited to three years.

**WAGES & BENEFITS:**

\$17.25 per hour with an increase to \$18.00 after successfully completing a 90-day orientation period. Pro-rated paid time-off benefits include vacation, sick, personal business, holiday, and emergency time. Employee Assistance Program (EAP). Term life and disability income insurance provided.

**RESPONSIBILITIES:**

This is a pre-professional position that will prepare the intern for employment in a public library. Interns will serve the public at the library's service desks. Other regular duties include materials advisory, reference services, and helping patrons access the library's technology services including the online catalog. Interns will work positively and collaboratively across departments to accomplish goals. Intern projects may include planning and presenting programs, collection development, the creation of web content, outreach to the community, and other duties as assigned. We are also open to project ideas from interns. The goal of the internship is to provide supervised, varied experiences that prepare library science students for the work of a professional librarian.

**REQUIREMENTS:**

**MINIMUM:**

- Current enrollment in an ALA-accredited Library and Information Science Master's degree program.
- Dedication to library service of a diverse population.
- Proficiency in the use of computers for library work, including the ability to access and utilize internet and database resources, social media platforms

and office software applications.

- Ability to lift, push, and/or pull at least 20 pounds; ability to visually review materials and discern vocal and audible tones, with accommodations as needed.

**DESIRABLE:**

- Recent public library or retail work experience.
- Familiarity with WordPress, Canva and online newsletter software.
- General knowledge of library collections, databases, downloadable materials, websites, and online catalogs.
- Coursework related to the public library and service to all ages.

**APPLICATION:** Due Sunday, October 29, 2023

Please indicate in your application whether you are applying for the Adult Services position, the Youth Services position or if you wish to be considered for both.

- resume
- cover letter
- completed library application form

The application is available at the Welcome Desk and on the Library's website at [btpl.org/about-us/employment-volunteer/](http://btpl.org/about-us/employment-volunteer/)

Careers  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302  
Email: [careers@btpl.org](mailto:careers@btpl.org)  
Fax: (248) 258-2555

Applications may also be delivered to the Library in person.

*We spark curiosity and imagination by connecting the community to resources, technology, and support.*

*For more information about the Library, visit our website at [www.btpl.org](http://www.btpl.org)*

Bloomfield Township Public Library provides equal employment opportunities to qualified persons without regard to race, color, sex, sexual orientation, religion, national origin, political views, age, disability, marital status, height, weight, or any other prohibited basis.