



Associate of Science/Bachelor of Science in Information & Library Science
The University of Maine at Augusta

Dear Prospective Library Internship Supervisor:

The final required course for the Bachelor of Science in Information & Library Science or Associate of Science is our Senior Capstone course requiring AS 80/BS 120 hours of onsite work at an information agency. For our students who have never worked in a library or information agency, it is intended to provide an overview of the types of services and work skills required. Many candidates already have extensive experience working in school and public libraries. For these candidates, the experience of working in a library setting different from the one that presently employs them is designed to give them a fresh viewpoint and enable them to acquire a different perspective.

UMA ILS students have completed internships at various public libraries, historical societies and information agencies around the US as well. Some examples are the Maine State Library, Owls Head Transportation Museum, The James Melville Gilliss Library at the US Naval Observatory, the New York Times, within the Maine Shaker Community, Woods Hole Oceanographic Institution, and around the world, in places like Pohnpei in the Micronesian Islands, and St Kitts, West Indies. Most importantly, our students have been able to devote their skills to give back to the library community they aspire to be a part of in their future careers. Additionally, for many, the 499 internship is the last step before students apply for graduate study.

Because of the disparity in services offered by different libraries, the internship experience has set certain criteria for the Host Library in order to provide a quality experience for the student. The requirements are as follows:

- A. The presence of a supervisor whose qualifications include one of the following: an MLS or MLIS, library media certification, or public library certification (in Maine, MLS, Level V or VI). If no MLS-degreed librarian is present, exceptions may be made based on experience.
- B. Some automated services such as an online catalog, circulation, access to union catalogs, the Internet.
- C. Ability to provide basic experiences in the areas of public service, collection development, and technical services.

We appreciate the time constraints that plague every busy librarian and, therefore, try to minimize the time required to evaluate the student's work. Students will be expected to keep a time and work experience log, acquire some work experience in the above listed areas, and complete a project that is mutually acceptable to both student and Site Supervisor. A match between a student's area of interest and the library's need for some extra help with an on-going or short-term project would be an ideal situation.

The Internship Supervisor's responsibilities will include:

- A. Agreeing on a time frame when the internship can be undertaken
- B. Arranging for the various work experiences that are required
- C. Signing off on the student log to verify time and experience
- D. Reviewing and signing the Interim Report and the Final Report
- E. Filling out the online Evaluation Form at the end of the internship

For most of our students, their internship experience is one of the most valuable of their education. It is a stepping stone to new employment, graduate study and sometimes advancement in their current work. We truly value the opportunity you and your library will be providing to the profession, our students and hope that these experiences are mutually enriching. If you are willing to accept and work with our student, there is some paperwork for both parties to fill out. Again, many thanks for your consideration.

I can be reached by telephone at 1-877-UMA-1234 Ext 3341 (toll-free) or by e-mail at jodi.williams@maine.edu. Please contact me if you have any questions.

Sincerely,

Jodi W. Kosakowski, Ph.D.
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University of Maine at Augusta
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"In the middle of difficulty lies opportunity."  
Albert Einste