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CHAPTER 7: Administrative
Management
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Title: Intern Program Policy
Effective Date: 4-01-16
Authorized By: Library Board of Trustees/Library Director
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Policy Statement

The Marathon County Public Library recognizes the value of providing practical experience to future library professionals. Internships are mutually beneficial. The library typically accepts one unpaid intern per academic semester throughout the academic year. Duties may include providing reference service to the public, assisting with library programs and events, and other projects as appropriate. Interns are expected to conform to Marathon County Public Library policies and professional standards, including protecting patron privacy. Internships will not be used to supplant paid staff.

Requirements

Enrollment in a MLIS graduate program.
Completion of a minimum of four graduate level library and information studies courses.

Interns must complete the employment application, provide a copy of their graduate transcripts, and will be subject to a background check.