

Eastern Illinois University

The Keep

Faculty Research & Creative Activity

Booth Library

2023

Implementing a library intern program

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Why work with interns?

Interns are a win-win for libraries and those hoping to get hands-on, professional experience. Libraries benefit by having special projects completed and students' unique skills and perspectives, especially involving technology and tips on engaging their peers. Students can benefit monetarily, earn course credit, gain professional experience, and get an introduction to librarianship as a possible career.

Benefits of Internships

- Help libraries complete projects.
- Students offer fresh perspectives, new ideas, and enthusiasm.
- Increase awareness of librarianship as a career pathway.
- Practical experience for an intern applying to graduate school or seeking employment.
- Skill development: time management, project development, customer service, leadership, teamwork, research skills, meeting deadlines, etc.
- Learn about libraries and the day-to-day work of librarians.
- Opportunity to attract diverse and underrepresented groups to librarianship.
- Recruit students from a specific major (ex., science or business).
- For-credit internships allow libraries to contribute to student's coursework and success.
- Build relationships with students, teaching faculty, and academic units.

Setting up your intern program

- Is there budget and staff time available to organize and lead interns?
 - Identify tasks and projects to assign.
 - Determine what kind of experience your library can offer an intern.
 - Promote applications to the program (social media, flyers, email, library newsletter, etc.)
- Reach out to local schools, student organizations, and university departments.
- Review applications, interviews, new intern onboarding, and training.

Mentorship

- Develop a positive relationship with your intern. Offer support, guidance, and direction.
- Ongoing communication. Meet with your intern at the beginning of their internship to discuss mutual goals and hoped-for outcomes. Meet again at mid-point to review progress and again at the end to reflect on the experience.
- Allow your intern to job shadow staff and attend library meetings.
- Provide information on librarianship, MLS graduate programs, and career paths.
- Write letters of support for grad school applications or letters of reference for employment.

Feedback

Gathering feedback from interns is essential to improving the experience for future participants. Questions to ask:

- What was the most enjoyable project/task?
- What was the least enjoyable?
- What advice would you offer the next intern?
- What suggestions would you give your intern supervisor?
- What did you learn about libraries that you didn't know before?

Credit: Results for Resumes: Managing Undergraduate Library Interns

“I decided to pursue a LIS degree because I fell in love with the field while working as a student at Booth Library. I did everything from archival work to circulation. It was work that made me feel useful, and it was different all the time. I enjoyed it enough that my boss and mentor at the time encouraged me to apply.” – Booth Library intern

Implementing a library intern program

Interns must feel they contribute meaningfully to real projects and develop new skills. Don't be over-challenging, and be aware of their limitations regarding prior knowledge and time availability.

Work assignments should have a learning component, especially for students who are receiving academic credit.

Develop an individualized plan for each intern based on interest, ability, experience, and goals. Each intern is different, and many may have limited work/project experience or knowledge of libraries.

Fruitful internships are a two-way street. The library and the students must be committed and enthusiastic about the program for it to be successful.

Examples of Tasks Completed by Interns at Booth Library

My favorite postcard at the EIU Archives
By Chloe S. Galliani, EIU English major and senior

In all of my work at the EIU Archives, I hadn't seen night time views or inclement weather displayed on any of the postcards to which I was assigned. The views were predominantly of the daytime, where clear and sunny skies could lead to the design by lighting certain areas and casting shadows off objects or buildings. And even when it was obvious that the postcard displayed a winter view, the snow and barren trees were always picturesque and beautiful.



'A picture is worth a thousand words'
Posted on March 24th, 2023



Eastern Illinois State Normal School class photo, 1910s or early 1920s.

By Madeline Steiner
University Archives Intern

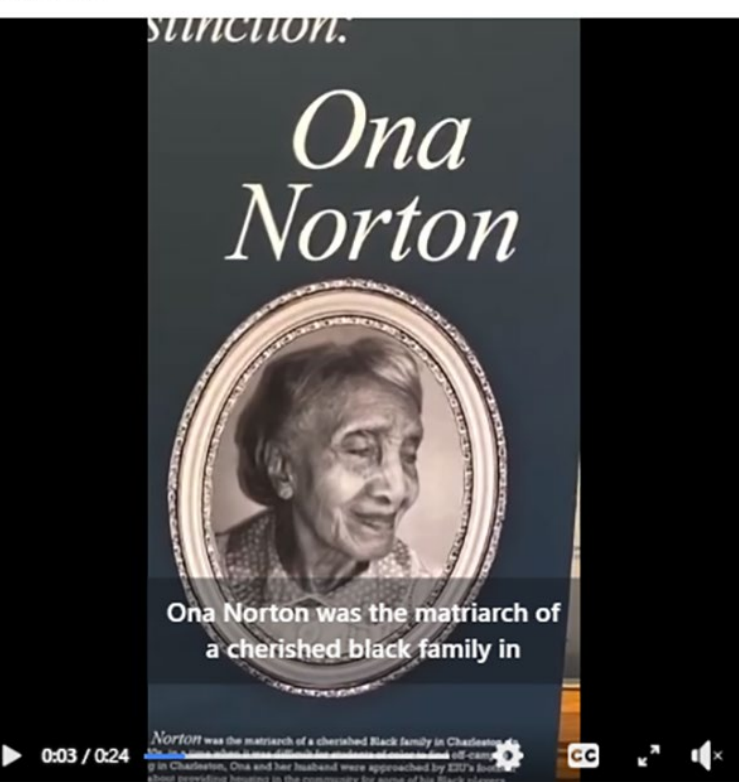
Among the University Archives at Booth Library are numerous collections of historical documents, objects, and photos – items that carry so much historical information and significance. One such collection is that of Eastern's all-classes photographs, "all-classes" meaning everyone involved in the school, including professors, students (teachman through senior, and, in most cases, the lab school students, as well.

Today, it sounds like a pretty daunting task just to get one whole class into the same photo, let alone the entire school; however, the collection is a small one, including six panoramic photographs from the late 1910s into the early 1920s, when the class sizes were much smaller. Eastern opened its doors to students on Sept. 12, 1899, with

• Blog Articles

Social Library
November 9, 2022

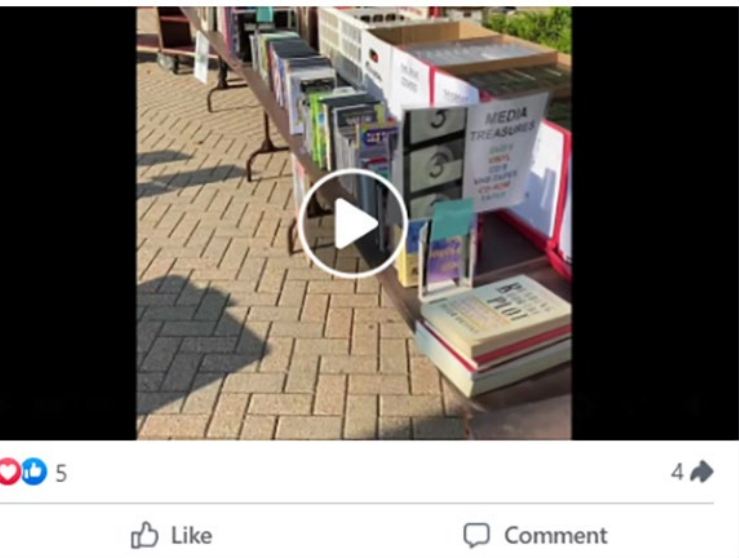
Now on display at Booth: An exhibit titled *Women of Distinction: Zella Powell and Ona Norton*, for whom an EIU residence hall was recently renamed. Here's a sneak peek at the life of Ona Norton, who provided housing for Black students at EIU during the 1950s, among many other accomplishments. Eastern Illinois University EIU Housing Charleston Illinois Tourism Office Charleston Illinois Police Department Coles County Animal Shelter EIU College of Education EIU College of Lib...



Ona Norton
Ona Norton was the matriarch of a cherished Black family in

Booth Library
September 14, 2022


It's a beautiful day for a bargain! Stop by the Fall Book Sale until 4 p.m.! Eastern Illinois University EIU College of Education EIU College of Liberal Arts & Sciences EIU Graduate School Lumpkin College College of Health and Human Services Eastern Illinois University Charleston Carnegie Public Library Charleston Illinois Trojans Charleston Illinois Police Department



• Help with Programming

Booth Library
November 5, 2022

Did you participate in our Blind Date with a Book program during October? Don't forget to "rate your date" for your chance to win a gift card donated by the Java Beanery and Bakery! The deadline to enter is noon on Tuesday, Nov. 8. Eastern Illinois University



RATE YOUR DATE
TELL US HOW YOUR BLIND DATE WENT!
TAKE THE SHORT SURVEY TO BE ENTERED INTO OUR DRAWING FOR A GIFT CARD DONATED BY JAVA BEANERY AND BAKERY IN THE EIU STUDENT UNION!

• Libguides

Eastern Illinois University Booth Library

AFR 1000G: Introduction to Africana Studies
This guide supports inquiry into the history, culture and human experiences of Africans and peoples of the African Diaspora. The course will also explore the contributions of Africans and peoples of African descent in all subjects of human endeavor.

Selected works to support Africana Studies

EIU's Booth Library has a large collection of learning resources to support the information needs for an introduction to Africana Studies. The materials are held in the reference collection, the main book holdings, the journal collection and full-text databases. Books and journal articles from other libraries may be obtained using interlibrary loan


• Assist at Library Events



Booth Library
December 11, 2022

Your canine friends will be back this week at Booth! Eastern Illinois University EIU College of Education EIU College of Liberal Arts & Sciences College of Health and Human Services Eastern Illinois University Lumpkin College EIU Graduate School EIU Academic Advising EIU Admissions EIU Admissions-Transfer Relations

BOOTH LIBRARY FINALS WEEK
+ (TAYLOR'S VERSION) +
IT'S NICE TO HAVE A FRIEND, BUT IT'S EVEN NICER TO HANG OUT WITH THERAPY DOGS!
DEC. 12-13TH @ 2-4 P.M.



Booth Library
December 5, 2022

Looking for a quiet #boothstudy space that has little traffic? Try these study tables on our second floor! Eastern Illinois University (EIU) Eastern Illinois University EIU College of Education EIU College of Liberal Arts & Sciences Lumpkin College College of Health and Human Services Eastern Illinois University EIU Graduate School

CHECK OUT THESE STUDY TABLES IN THE GOVERNMENT DOCUMENTS ROOM!
SURE TO BE QUIET AND LIGHT ON WALK-THROUGH TRAFFIC!

Booth Library
November 13, 2022

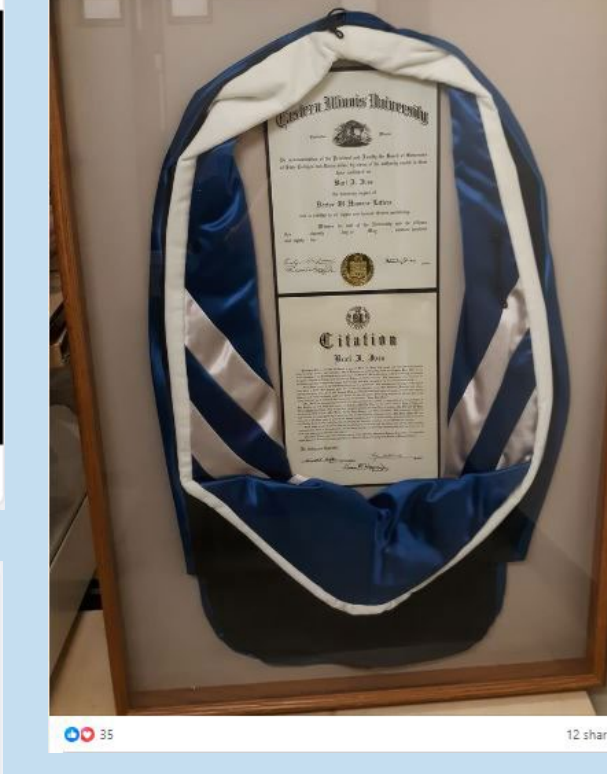
Our fourth floor has lots of comfortable seating, with computer labs and staff nearby for help! Watch for more #boothstudy videos over the next few weeks as we highlight some of the many cool study spots at Booth! Eastern Illinois University EIU Admissions EIU Academic Advising EIU Writing Center EIU Political Science EIU Bookstore EIU Biological Sciences EIU World Languages & Cultures The Gail & Richard Lumpkin School of Nursing at EIU

WANT A PLACE TO STUDY WITH ACCESS TO HELP MERE STEPS AWAY?
CHECK OUT THE COMFY RED CHAIRS BY THE 4TH FLOOR ELEVATOR!

• Social Media posts

Booth Library
December 11, 2022

The renowned city of Joplin the Department in the 1960s stop-motion movie "Joplin the Real Story" was produced by EIU from 1962-1963 and was awarded a prize in 1963. The prize was for the best animated English film in the United States. A portion of the film was shown at the 1963 film festival in Joplin, Mo. The film is a historical document and a work of art. Eastern Illinois University EIU College of Liberal Arts & Sciences Eastern Illinois University EIU Graduate School



Booth Library
December 11, 2022

Take a break and play against your friends! Now available near the main-floor computer lab! Eastern Illinois University The Gail & Richard Lumpkin School of Nursing at EIU EIU Office of Inclusion & Academic Engagement EIU English Club EIU English Department

BOOTH LIBRARY FINALS WEEK
+ (TAYLOR'S VERSION) +
BRING A FRIEND AND PLAY A ROUND OF SCRABBLE AT BOOTH LIBRARY!
E, V, E, R, M, O, R, E

Booth Library Internships

Booth Library non-credit internships, paid

- Students interested in pursuing library science as a career were offered a paid internship.
- Internships were offered to students from any major on campus and were limited to one or two students at a time.
- Students worked 6-12 hours per week, alternating through library departments, one semester in each department.
- Putting students in multiple departments allowed them to learn about many areas of the library and see how departments work together.
- Tasks/projects assigned were high impact and beyond what was given to student workers.
- Many of the interns enrolled in library school and went on to work in libraries.

University Credit Internships at Booth Library, unpaid

- Academic departments determine requirements (number of hours, type of projects, etc.), while the library assigns specific tasks, provides feedback, and updates the faculty advisor. Students worked 140 hours per semester for a three-credit course and 40 hours per semester for a one-credit course.

Marketing interns from the Technical Writing program projects: write blog posts and assist with press releases, create videos for social media, design signs and promotional materials

Archives interns from English and History departments projects: sort and catalog archives collections, scan and digitize archival documents, create inventories, write blog posts

Outcomes

- Interns have found professional positions at the University of Alabama, Indianapolis Public Library, Lincoln Library, Chatham Area Public Library, Fox River Valley Public Library, Cook Memorial Public Library district, and more.

• Catalog Archives Collections

ArchivesSpace Public Interface

Repositories	Collections	Digital Materials	Unprocessed	Subjects	Names	Record Grid
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Greetings from Altamont Campgrounds

- Item – Container: Item 2
- University Archives
- Illinois postcard collection (2023)
- Greetings from Altamont Campgrounds

Abstract
Altamont Campground, Altamont, IL, Color postcard.

Dates
Majority of material found within 1900 - 2000

Extent
From the Collection: 393 Items

Language of Materials
From the Collection: English

Poster session

2023 Illinois Library Association Conference | Springfield, Illinois

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