



Orange Public Library

Technology Services Internship



Our Library:

The Orange Public Library welcomes and supports all people in their enjoyment of reading and pursuit of lifelong learning. Together we strive to preserve local history and to provide equal access to information, ideas and knowledge through books, programs and technology.

Technology Services:

The Technology and Support Services division is responsible for the acquisition, cataloging, and processing of all library materials, including electronic resources. The division also handles the maintenance of the library website and catalog, and of all hardware and software for the entire library.

Responsibilities:

- Assist with Collection Development
- Assist with Cataloging and Metadata Tasks
 - Organization and Classification
- Assist with Processing
 - Preparation and Preservation
- Special Projects as needed

Benefits:

- Learn about the different types of careers available within a Public Library
- Gain professional experience

Requirements:

- Must be enrolled in an internship course where credit is awarded for hours completed
- Data entry or experience with Microsoft office
- Basic troubleshooting of computer hardware and other peripherals
- Desire to help the Library and members of the Orange community
- Good communication skills, patience, and enthusiasm working with others
- Be willing and able to follow directions
- Ability to commit to and keep scheduled hours
 - Schedules to be determined by Technology Services Library Manager and Intern

Application Procedure:

- Submit an Orange Public Library Volunteer Application
- Interview with Library staff
- Background process, which may include fingerprinting and/or drug screening. This process is paid for by the City of Orange

Intern Reports To: Technology Services Library Manager

Contact Person: Library Volunteer Coordinator, (14)-288-2569 or lgroscost@cityoforange.org