

**Internship Program**

**Intern Technology Needs**

The purpose of this document is to clearly define the technology needs for each category of Intern engaged with The Indianapolis Public Library. These are the baseline needs. Some additional needs may be required based on field of study and project needs.

**Social Work Interns**

* IndyPL.org email address
* IndyPL login ID
* Access to the Social Services Teams channel
* Access to 365 office products
* Access to Niche Academy
* Access to the Intranet
* Laptop with access to IndyPL resources through the VPN

**Library Science Interns (placed in a branch)**

* IndyPL.org email address
* IndyPL login ID
* Access to the designated branch Teams channel
* Access to 365 office products
* Access to Niche Academy
* Access to the Intranet
* Access to Polaris

In some instances, where staff workspace is limited, or the intern will be traveling throughout the library system, a laptop will be needed.

**Encyclopedia of Indianapolis Intern**

This role will be added in Spring ’24.

**High School Interns**

 High School Interns will not require access to IndyPL technology. Their tasks can be completed on a public computer.