

**The Indianapolis Public Library**

**Internship Program Overview**

Goals:

* Introduce students to a wide range of careers present throughout the library
* Strengthen partnerships with local high schools, colleges, and universities
* Develop a premier internship program within our community
* Provide well-rounded and meaningful experiences for students in their field of study
* Develop a pipeline for potential Library employees

|  |
| --- |
| **Successful IndyPL Intern Engagement: Start to Finish** |
|  |  |  |  |
|  |  | **Lead Staff Member** | **Summary** |
| **Step 1** | **Recruitment** | **Human Resources** | 2 cycles: March and November for upcoming semester |
|  |  |  | School Fairs |
|  |  |  | Job postings |
|  |  |  |   |
| **Step 2** | **Intern Onboarding** | **Internship Program Manager** | Candidate expresses interest |
|  |  |  | Interview with branch/department Intern CoordinatorMSW/BSW - 2 interviews (Social Worker & then two staff) |
|  |  |  | Intern selection  |
|  |  |  | Acceptance  |
|  |  |  | Screening |
|  |  |  | Collect coursework details including hours needed, professor contact, learning objectives |
|  |  |  | Contact Professor\School \* Confirm\clarify course requirements \* Obtain\verify school MOU or contract |
|  |  |  | Equipment\Data Request to HR  |
|  |  |  |   |
| **Step 3** | **Training & Orientation** | **Training & Professional Development** | Staff Orientation  |
|  |  |  | Diversity, Inclusion, Culture & Equity (DICE) |
|  |  |  | Niche Academy |
|  |  |  | MS Teams/365 |
|  |  |  |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **Step 4** | **Intern Starts** | **Intern Coordinator** |   |
|  |  |  | Prepare for intern's arrival: office supplies, workspace, tools needed (like Laptop, Vocera, etc.) |
|  |  |  | Branch/Department orientation |
|  |  |  | Role clarification and training (opportunities available) |
|  |  |  | Follow School requirements: reporting, evaluation, etc. |
|  |  |  | Project/activity tracking system (binder, Teams) |
|  |  |  | Coordinate work schedule |
|  |  |  | How to use the inhouse phone system |
|  |  |  | Network access - VPN, Duo Mobile |
|  |  |  | How/where to track hours/select shifts - School system |
|  |  |  |   |
| **Step 5** | **Intern Experiences** | **Collaborative effort** | Branch and Department tours |
|  |  | **Intern Coordinator** | Informational Interviews with staff in areas of interest |
|  |  | **Internship Program Manager** | Mid-point check-in |
|  |  |  |   |
|  |  | **Training & Professional Development** | Professional Development in area(s) of interest |
|  |  |  |   |
| **Step 6** | **Intern Departs** | **Intern Coordinator** | Celebrate |
|  |  |  | Exit Interview/Closing |
|  |  |  | Collect Laptop, badge, Vocera, other IndyPL property and return to appropriate department |
|  |  |  | Project/activity tracking review (return project binder) |
|  |  |  | Complete school required documentation |
|  |  |  | Notify Internship Program Manager |
|  |  |  | Reference letter |
|  |  |  | Share IndyPL Job site  |
|  |  |  |   |
|  |  | **Internship Program Manager** | Exit Survey/Interview |
|  |  |  |   |

For additional information or to arrange for an internship contact internships@indypl.org.