

Help Wanted!

The Shelton Public Library is recruiting applicants for a student intern. The Nebraska Library Internship Program is funded through the Nebraska Library Commission and the Institute of Museum and Library Services. Shelton Public Library is one of 20 Nebraska Public Libraries that offer this internship.

The Nebraska Library Internship Program introduces high school students to the varied and exciting field of Library Services by involving them in the real work of public libraries. The intern will be introduced to the full array of public library work.

Requirements: Must be a high school student of Shelton Public School and at least 14 years of age. Applicant may NOT have been previously employed by a library nor as a paid intern. There are no restrictions associated with current or former library volunteers or interns. Flexible work schedule starting June 1, 2023 and ending August 4, 2023. Applicants chosen for interviews will be contacted by the Shelton Public Library Board. The chosen intern will be required to have a consent form signed by their parent or legal guardian.

The purpose of this public library internship is to introduce the intern to the complete operations of the Shelton Public Library. The intern benefits by learning about library services as a possible career choice. The Shelton Public Library benefits by additional assistance with library work, exposure of the work done by the library in community and local media.

The intern will learn basic library policies and processes; day to day operations of the library including: material collections, cataloging, project planning, budgeting, purchasing, traffic sheets, governance, public relations/social media, and graphic design. Intern will actively assist with the Youth Program: "Under the Microscope" and the Summer Reading Program: "All Together Now."

Skills needed by an intern include: the ability to alphabetize; ability to understand direction and ask questions if needed to complete a task; initiative to complete assigned tasks; use of computer operating systems or ability to use web browsers to assist patrons with information searches; ability to interact with patrons of all ages.

Please print the attached application and return to the Village Office or Shelton Public Library.

Please call 308-647-5182 if you have any questions.

Applicants with sincere interest in library work are preferred.