

**GNARP Librarian Exchange Working Group
Questionnaire about Internship Possibilities in North America**

Contact's First and Last Name

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Contact's E-Mail Address

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Contact's job title and brief description

Librarian for Western European Studies

Are there any other librarians at your institution or in your area who would assist in hosting the intern? If so, please provide name(s), e-mail address(es), job title(s).

Name of your institution, number of libraries included in your institution's library system, and URL of your library.

Duke University <http://library.duke.edu/>

Your library's city and state; proximity to other libraries intern might visit.

Durham, North Carolina We are a part of a local network of libraries
<http://www.trln.org/>

Does your institution have a library school or is there one nearby? If so, please provide the name of the library school.

UNC Chapel Hill School of Information and Library Science; NCCU School of Library and Information Science

What special facilities, collections, or projects does your library have that an intern would find attractive?

Duke has a significant Special Collection Library which is heavily used by undergraduates <http://library.duke.edu/specialcollections/> ; Duke has a vibrant instruction program (an intern could observe and co-teach); Duke staffs the reference desk from 8 am to 2 am (an intern could shadow and serve on the desk or learn virtual reference); Duke Librarians create their own web pages, this provides opportunities for projects. Duke has an International and Area Studies Department <http://library.duke.edu/ias/> which provides specialized research consultations and instruction. Duke also has a process for identifying and proposing Digital Project.

Does the host institution have any established internship or sister library programs through which it has experience hosting interns? If so, please provide a brief description and/or URL. Has your institution hosted international library interns?

Duke has internship programs in the Perkins and Lilly reference department as well as the Special Collection Library. Duke has experience hosting librarians for projects.

What in general is the lead time from receipt of an application to the arrival of an intern?

2 months

Which "regular duties," such as staffing a desk or completing a project, can the intern expect to participate in and be assessed for work performed?

Reference, instruction, creating web pages

Will a workstation and space be designated for the intern's use?

Yes

Is the intern required to bring a laptop?

Yes

**Is there a minimum/maximum period for the duration of the internship?
Are there times during the year when an internship is not possible?**

Internships should align with the academic calendar <http://www.duke.edu/>

Does the applicant have to provide references?

Yes

Is it mandatory to write a final report at the end of the internship?

Yes

Are there any specific requests for the internship (i.e. applicants must have taken at least three library science courses, or must know HTML)?

Anything to add?

May 2009