

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

Contact's First and Last Name

Sebastian Hierl

Contact's E-Mail Address

eshierl@fas.harvard.edu

Contact's job title and brief description

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).

There are other libraries and colleagues, but I can't speak for them. I know that the Law Library recently had a library intern from Germany.

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

Harvard -- the main libraries that may be able to accept interns are: Harvard College Library: Widener, Fine Arts, Tozzer -- hcl.harvard.edu Harvard Law Library: <http://www.law.harvard.edu/library/> Harvard Divinity Library (Andover): <http://www.hds.harvard.edu/library/> Harvard Business School Library (Baker): <http://www.library.hbs.edu/>

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

Cambridge, MA -- institutions close by: MIT, Boston University, Boston College, Northeastern University, Brandeis University, Wellesley College, Suffolk

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

Nearby: Simmons GSLIS

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

Numerous special collections and opportunities for projects. The problem is administrative red tape, though a recent successful internship by a German student from Hamburg in the Law Library shows that it is possible.

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?

The Harvard Law Library has hosted one international (German) intern that I know of.

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

A year in advance would be good; six months would probably be minimum.

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?

Completing a project, could be acquisitions, cataloging, collection development.

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

Yes

Is the intern required to bring a laptop?

No

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

Again, all of this is highly speculative at this point, but the end of the fiscal year would not be a good time (ca. April-June). My own preferences would be a minimum of 1 month internship, going up to 3 months, but no more. The legal limitations would be essential, of course.

Does the applicant have to provide references?

Yes

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

No

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

Fluent in written and spoken English. The more experience, the better.

Anything to add?

In our current environment, with job cuts looming, accepting an intern may not be feasible. At the same time, the current reorganization may result in a more flexible environment which may provide more opportunities for interns at Widener. Right now, the best bet for internships are at the Harvard Law, Baker, and Divinity libraries.

May 2009