

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

Contact's First and Last Name

David Morris

Contact's E-Mail Address

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Contact's job title and brief description

German Area Specialist

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).

Grant Harris, Head, European Reading Room

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

Library of Congress, European Division. <http://www.loc.gov/rr/european/>

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

Washington, DC; other major university and institutional libraries nearby

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

No.

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

n/a

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?

No. Interns in the European Division are arranged ad hoc and if a need exists. Unfortunately, we cannot assist with housing.

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

6 weeks

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?

Staffing reference desk; assisting with web pages; producing inventories of collections for further processing (e.g., microforming). Again, it depends on our needs at the time.

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?**

This is flexible, but generally the minimum is 2 months.

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)?

Fluency in a European language is mandatory, which one depends on our needs. Italian is especially needed at the time, Slavic languages almost always.

Anything to add?

Secure computer skills; experience (though not necessarily a degree) in librarianship.

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