

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

**Contact's First and Last Name**

James P. Niessen

**Contact's E-Mail Address**

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**Contact's job title and brief description**

World History Librarian. Selector for History, Medieval Studies, Judaica, Mediavistik, Germanistik, Slavistik

**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).**

Yes. For Technical and Automated Services (contact Mary Beth Weber, Head of Technical Services mbfecko@rci.rutgers.edu) and Special Collections and University Archives (contact Ron Becker, Head rbecker@rci.rutgers.edu) and in collection development and public service for various locations and subject fields (contact James Niessen, World History Librarian niessen@rci.rutgers.edu).

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

Rutgers University. There are 25 libraries in our system in three cities. The library home page is <http://www.libraries.rutgers.edu/>.

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

Rutgers is in New Brunswick (mostly), Newark (second largest center), and Camden (third largest) New Jersey. Our region has a large variety of excellent research libraries, including Princeton (half hour's drive), and Columbia and New York Public (90 minutes) in New York City.

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

Yes. The graduate program in Library and Information Science is a unit of the School of Communication and Information, <http://www.scils.rutgers.edu/>, located right next door to the Alexander Library. Interns are encouraged to attend library school classes on a non-credit basis.

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

We are a large, spread-out university library system with many strong collections. Librarians have faculty status, great interest in international librarianship, and autonomy in their areas of responsibility. Our digital library program is strong and innovative.

**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?**

We have no established programs for external interns or sister libraries, but local (internal) library school students can earn credit for internship experiences with Rutgers libraries and other libraries. Niessen coordinated the visit of a German library intern several years ago, and it was a very useful experience for everyone.

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

Two months' lead time is desirable, but we can work on a shorter time frame as well.

**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?**

The intern should work out a training plan with the supervisor(s), which may include long-term projects such as web guides, blog maintenance, processing and cataloging of collections.

**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?**

Minimum two months, maximum six months. The Christmas holiday (December 15-January 15) and August intersession (second half of August) should be avoided.

**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)?**

Applicants should have completed at least three library science courses, should have explicit goals for training and work experience, and work out a training program with the supervisor.

**Anything to add?**

Rutgers University Libraries is an intellectually stimulating and collegial environment with a good balance of experienced senior librarians and young, recently hired professionals. Library school and librarian colleagues can help you find affordable housing for your stay here.

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