

Ventress Memorial Library

PLA Inclusive Internship Initiative Program

Our Library

The Ventress Memorial Library (VML) was founded in 1895 with funds provided by Seth J. Ventress, a Marshfield resident. The original library, called the Marshfield Free Library, was located in the Town Hall on South River Street. By 1938 the section of the Town Hall used as the Library had become so overcrowded that the library moved to a century renovated school building on Ocean Street and was named for its benefactor. In December 1983 renovations were completed on the former First National grocery building, and the Ventress Library opened in this 19,000 square foot facility.

The VML offers a variety of services to nearly 11,544 registered borrowers. The collection totals nearly 89,000 items. Circulation, as of June 30, 2014 totaled 211,679 items. We offer programs for all ages from 6 months to 90+.

Programming and Outreach

This internship may involve work in a variety of library projects including: Summer Reading programming for children aged 0-12; collaborations with the Marshfield Council on Aging for programs and services for local seniors; work designing programs and instruction sessions for our New Media Lab; helping to create programs for our teen and tween program; or other connected learning projects based around intern's library interests and focus.

Internship Tasks and Responsibilities

Intern will be responsible for a variety of tasks including but not limited to:

- Organizing and shelving books
- Preparing crafts and activities for library craft programs
- Helping run programs under the guidance of professional library staff
- Creating promotional materials for library programs and services
- Developing and implementing a connected learning project centered around service to children, teens, or adults

Intern will report to Youth Services Librarian. Internship hours will be determined by intern and Youth Services Librarian, but will take place between 9a-8p Monday—Thursday, and 9a-4:30p Friday/Saturday.

Intern will ideally work between 30 and 35 hours a week, for a 10 week period between June and August, although internship hours may be

determined between the intern and the Youth Services Librarian. Internship candidates have some flexibility of dates.

INTERN MUST BE ABLE TO COMMIT TO:

Ability to travel to Washington DC June 14-16

Ability to travel to Chicago, IL September 15-17

(flights and lodging covered by the internship program)

With their mentors, interns will develop a connected learning project to be completed over the summer. Interns are expected to spend dedicated time writing, reflecting, and sharing about their experience.

Interns will be paid \$10/hour

Qualifications

The ideal internship candidate will be self-motivated, engaged, organized, and passionate about public service. Preferably they will have a strong interest in the field of library science. Priority will be given to Marshfield residents.

Interns must be entering their junior or senior year of high school, or first year of college

Benefits and Importance of Internship

As a public library, we are committed to providing materials and services to the public. This internship helps us in two ways: 1) We are glad to be able to offer a work opportunity to an area high schooler. 2) We hope that this internship will help us offer more programs and services to our community.

This internship should be invaluable to high schoolers looking for experience in public service, particularly in library science. The opportunity to plan and execute a connected learning project for the community, as well as to foster connections with other teens and librarians country-wide should be an excellent way for an interested teen to grow their skills while also gaining library experience and professional contacts.

How to Apply

Interested candidates can apply by submitting an application to the Ventress Library, either by mail: 15 Library Plaza, Marshfield, MA 02050 ATTN: Kelsey Socha or by email at ksocha@ocln.org. Applications will be accepted until April 28th, 2018. If the library is interested, we will contact candidates to set up an interview.

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Complete the following information and submit it along with a letter of recommendation from a teacher, other school official, community partner, or librarian. Also, please submit a brief plan for sharing what you will learn in this internship through social media, and with other contacts to: ksocha@ocln.org OR by mail to Ventress Memorial Library, 15 Library Plaza, Marshfield, MA 02050 ATTN: Kelsey Socha.

Desired start date: _____

Desired end date: _____

Internship availability (times/days of week):

Age

School Name, and most recently completed grade:

Please describe relevant skills and qualifications for this internship:

Have you worked in a library previously? If yes, please describe.

Short Essay:

Please tell us about your skills and interests. How will working in the library build your skills and interests? What elements of the library are you most interested in working with and why?