

Virtual Internship

The Organization

The **Valley Library Consortium** (VLC) is a Michigan private non-profit corporation committed to providing the greater Saginaw Valley Community with access to shared library and information resources through quality, cost-effective automated services for our member libraries.

The VLC was founded in 1980 by Delta College, Saginaw Valley State College, and the Public Libraries of Saginaw to automate library circulation using a CLSI LIBS 100 system. The system served the members well for a number of years, but by the mid-1980's it became evident that a replacement system was needed. At the same time the members decided to pursue expanding the membership.

In 1991, the VLC expanded by adding the following libraries: Bay City Schools (two high schools and two intermediate schools), Bay County Library System, Bridgeport Public, Chesaning Public, Gladwin County, Grace A. Dow Memorial, Harrison Community, Mid-Michigan Community College, Northwood University, St. Charles District, and the White Pine Library Cooperative. In the late 1990's the Consortium added the Marlette District and West Branch District libraries as members. The first special library, the Michigan Molecular Institute, joined the consortium in 2003. In 2004 the VLC added public libraries in Caro, Dryden, Imlay City, Iosco-Arenac, Lapeer, North Branch, and Pigeon. In 2006, the Community District Library in Corruna became the twenty-fifth member. At the time the Consortium expanded in 1991, it went from using a CLSI, Inc. library automation system to a Dynix system. Since 2004, the VLC has been using the Horizon software developed by SirsiDynix, Inc.

In 1997, Saginaw Valley State University decided to end its participation in the Consortium and purchase its own library automation system. At that time the VLC severed its relationship with SVSU and moved to a building that it purchased in Saginaw. Currently, the VLC enjoys modern offices with an environmentally controlled computer room, a meeting room, and a computer-training lab. The White Pine Library Consortium leases space in the building, which allows for mutually beneficial arrangements between the two organizations.

Internship Description

It is the hope that the VLC **UNPAID** virtual internship program will become an integral component to our 25 member institutions and 61 library locations. Virtual interns will play a vital role in the day-to-day operations. The VLC seeks virtual interns who are well-organized, reliable team players with a commitment to and interest in technical services, systems librarianship, technology, and staff development. Interning with the VLC is a great way to gain real-world experience. Projects will be dependent on organizational needs and intern's abilities. Potential projects will include the following: authority control; creation and manipulation of on demand, weekly, and monthly reports; advanced technical service projects; ILS database cleanup; website maintenance, training screencast development; etc.

Desired Skills and Experience

- Currently working towards or recently obtained an ALA-Accredited graduate degree in library and or information science
- Ideal candidates will have taken a minimum of 12 graduate level credits in library or information science
- Must have a min 3.00 GPA; a 3.50+ GPA is preferred
- Fluency in English required
- Experience or interest in public, academic, school, and/or special libraries
- Knowledge of and/or interest in working in technical services, systems librarianship, staff development, and/or information technology.
- Technology savvy
- Strong experience in Microsoft Office applications (Word, Excel, PowerPoint, etc.)
- Strong experience or willingness to learn to use virtual tools (VPN, VNC, TurboMeeting, Skype, etc.)
- Willingness and ability to operate and manage, under strict supervision, in a 100% virtual organization environment
- Detail-oriented, with ability to multi-task and manage time well as an independent worker
- Team player and quick learner who focuses on high productivity and results
- Motivated self-starter with a proactive attitude who can anticipate organizational needs
- Strong analytical and problem-solving skills
- Professional, friendly, and enthusiastic personality with capacity to establish and maintain effective working relationships
- Strong integrity and customer service skills
- Demonstrated exceptional research and writing skills and strong oral communication skills
- Flexible with a great sense of humor

We would prefer students or recent grads that can devote more than one semester and/or three months to this internship. While we will make this a very rewarding virtual internship experience for you, please be aware that this is an **UNPAID** internship position. The experience you will gain will allow you to stick out in a very crowded applicant pool. Work hard and do a great job, and I'll guarantee you an exceptional recommendation. I will go out of my way to help you obtain a professional position.

The finalists selected are expected to conduct themselves in a professional manner when representing the organization and will be treated as valued partners in return.

Start and end dates for internship are flexible. The work schedule is flexible, although the intern should be able to commit to a minimum of 10 - 20 hours per week. Applications will be accepted on a rolling basis until the position is filled

Application Process

Please submit your cover letter and updated resume to recruitment@valleylibrary.org. Please include the title of the internship you are applying for and your name in the subject line. In your cover letter, please state why our organization and this position is of particular interest to you, what experience and education you can bring to the organization, and what experience you hope to gain from this virtual internship experience. Additionally, please provide three **STRONG** recommendations from current or former graduate school professors and/or library related supervisors. Also, include where you learned of the internship, the dates of availability, and the number of hours per week that you can commit. Thank you.