

Appendix B:

Library Readiness Assessment Questions

1. Has your library hosted interns in the past?
 - a. If so, was it successful? How did you measure this success? What lessons were learned? Why did the internship program stop?
 - b. If your library has not hosted interns, why not?
2. How might interns further the mission and work of your library?
 - a. How might your library benefit from hosting interns?
 - b. How will interns benefit from joining your library team?
3. What risks might exist for engaging interns?
 - a. What potential problems might you foresee?
 - b. How might you prepare for and/or avoid these risks?
4. Is your library's organizational culture amenable to hosting interns?
 - a. For example, is it a politically charged environment? One that welcomes new team members?
5. How might you specifically engage interns at your library?
 - a. What types of projects, tasks, and roles might they take on?
 - i. What ongoing tasks and projects can be handed off to interns?
 - ii. What new tasks and projects can an intern potentially take on?
 - iii. Can any of these be done remotely via the Internet?
 - b. What specific skills or knowledge will they need to succeed in these roles?
 - c. Would these be part-time roles? Full-time roles?
 - d. How might they differ from current volunteers? Staff?
6. Does your library have appropriate capacity to host interns?
 - a. Will staff be available to provide guidance and support to interns?
 - i. Who will be responsible for each step of the process: finding interns, interviewing/selection, orientation and training, management and supervision, evaluation, etc.?
 - b. Do you have a place for interns to work? The tools required to succeed: a desk, computer, etc.?
 - c. What, if any, fiscal resources are available for the internship program?
 - d. Are you willing to help interns find housing if they are coming in from out of town (for example, a summer internship)?
 - e. How many interns can we reasonably support?
 - i. Will these be part-time, full-time, or a mix of both?

7. What if any experience does your fellow staff have with interns?
 - a. Have they ever worked with and/or supervised interns?
 - b. Are they comfortable collaborating with interns?
 - c. What types of projects, roles, or tasks do they think might be appropriate for interns?
 - i. What ongoing tasks and projects can be handed off to interns?
 - ii. What new tasks and projects can an intern potentially take on?
 - d. What kind of support/training would they like or need to be prepared for working with and/or supervising interns? ●

About this book

Looking for more info about this book? Visit <http://libraryinterns.blogspot.com>, where you can download individual chapters or the entire book, and find other related resources (all free of charge).