

Appendix K: Internship Agreement Template

Intern Statement of Commitment

[Name of Library]

Name:

Internship Title:

Internship Location: This is a Paid / Unpaid Internship.

Emergency Contact Information

Name:

Phone Number: Relationship:

Commitment

The library agrees:

- To provide a respectful work and learning environment
- To provide training and support as needed
- To appreciate your commitment and accomplishments

I agree:

- To attend orientation and training(s)
- To notify the library of an absence as far in advance as possible
- To accept guidance from staff
- To adhere to all library policies, processes and procedures

I received a copy of the Internship Position Description and understand the tasks and responsibilities of this position. I have also received a copy of the [Library] Internship Handbook and will comply with all library policies and procedures.

Signature: Date:

About this book

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