

# Appendix N: Training Checklist

Training should focus on the tools, systems, and skills required for the intern to succeed in their role. Topics to cover might include:

## Project/Role-specific topics

- Basics of collection development, assisting with references, etc.

## Universal library skills/practices

- Communications and community outreach
- Customer service basics
- Intellectual freedom
- Open Access / Access to information
- Project/Program design, development, and management
- Serving vulnerable populations
- Serving youth ●

### Free Web-Based Trainings Available!

Looking for introductory trainings on customer service, intellectual freedom, reference interviews, youth programs, or project planning? As part of the development of this toolkit, we have also created web-based trainings on these very topics. To review as well as potentially offer these trainings to your future interns, please visit the Multnomah County Library website at <http://libraryinterns.blogspot.com>

### 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).