Acknowledgements

This tutorial was designed by Multnomah Country Library
(www.multcolib.org) in Multnomah County, Oregon
as part of their D.I.Y. Intern Program – Toolkit for Success Project

MULTNOMAH COUNTY
LIBRARY

How to Use This Toolkit

When we started this project, we set out to create a comprehensive, accessible toolkit that covered everything one might want or need to know about engaging interns at their library. What we ended up with was over 80 pages of ideas, suggestions, tips, and templates. While we think we met our goal of being comprehensive, we also recognize that having 80+ pages of material might make this document seem a bit overwhelming. With that in mind, here are a few suggestions for how *you* might consider going through the toolkit:

- Glance through the Table of Contents and download just those chapters that are most relevant for you and your library.

- Download the entire toolkit but just skim each chapter, reading headings as you go and spending more time on those sections that are most interesting.

- Already have an internship program? Unless you are interested in doing a bit of internal assessment or review, you can likely skip the first three Chapters, starting instead with Chapter 4.

- Brand new to engaging interns? Be sure to read Chapter 1 to learn a little more about potential benefits and challenges of hosting interns at your library.

- Looking for examples and templates to use? Skip ahead to the Appendix chapters where we have lots of materials ready to print or download for your use as handouts, document templates, or simply inspiration.

- Check out the sections of our website at http://libraryinterns.blogspot.com for additional real world examples, web-based resources, and other tools that you might find of value.

Finally, keep in mind that all libraries – and library internship programs – are going to be different, depending on such things as the size of the staff, the location, the communities served, programs and services offered, and past or current experience with interns. We've done our best to offer diverse options for how you might run your program but also recognize that some of the ideas in this toolkit may simply be beyond the scope of what is wanted and/or possible. Therefore, please borrow what might be useful, let us know what we should include in a future version, and, overall, feel free to customize and tailor as you see fit.

Here's to the success of *your* library 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).

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