

Cooperative Programs

with Academic Institutions

Jefferson County Public Library (JCPL) offers opportunities for library school students to work with JCPL staff to gain practical experience in the operation of a public library. Practicum and Service Learning opportunities are available to students currently enrolled in accredited academic institutions offering degrees in areas that are useful to the work of the Library. Internships are generally excluded from this program although they may be considered on a case-by-case basis.

Jefferson County Public Library

Established in 1952, Jefferson County Public Library was founded on a commitment to freedom through knowledge. The library has since grown to become one of the top 25 most technologically progressive library systems in the nation and one of the most service-oriented organizations in the state, while holding fast to its mission of equal access for all.

In addition to an outstanding Online Library, the Jefferson County Public Library offers a collection of more than one million books, audio books, CDs, videos and DVDs. With seven of its 10 libraries open seven days a week, the library offers children's storytimes and other programs for youth and young adults, as well as book discussion groups for the whole family and free classes on using the Internet and searching our resources.

The library serves a population of almost 550,000 residents. Our patrons annually check out items more than seven million times, and visits to the Online Library reach well over three million each year.

Service Learning Assignments with JCPL – Helpful information

JCPL offers opportunities to:

- Learn the reasons for library policies and observe how the policies support staff in the daily operation of a public library.
- Interact with library staff
- Experience patron interactions in different size public libraries
- Learn how libraries work with different communities
- Work on library projects
- Work in support areas of the library

Opportunities in Information Services Units (adult and children's):

- Shadow adult and children's information services librarians
- Work at a library service desk
- Learn the reference interview technique used at JCPL
- Participate in collection management
- Observe public training classes on library resources
- Serve as an assistant to a patron education class instructor
- Participate in library programming
- Participate in library meetings and activities
- Work on departmental projects

Opportunities in Acquisitions, Cataloging and Collection Development

Must be available to work Monday-Friday 9a -5p

- Shadow staff
- Work on collection development projects
- Participate in weeding assignments
- Learn how materials are ordered and processed
- Work on cataloging projects

Application Process

Two months or more prior to the intended start date

The student should:

1. Contact the Director of Library Programs and Services to discuss possible opportunities at JCPL.
2. Submit a JCPL Practicum, Service Learning, Internship [application form](#).

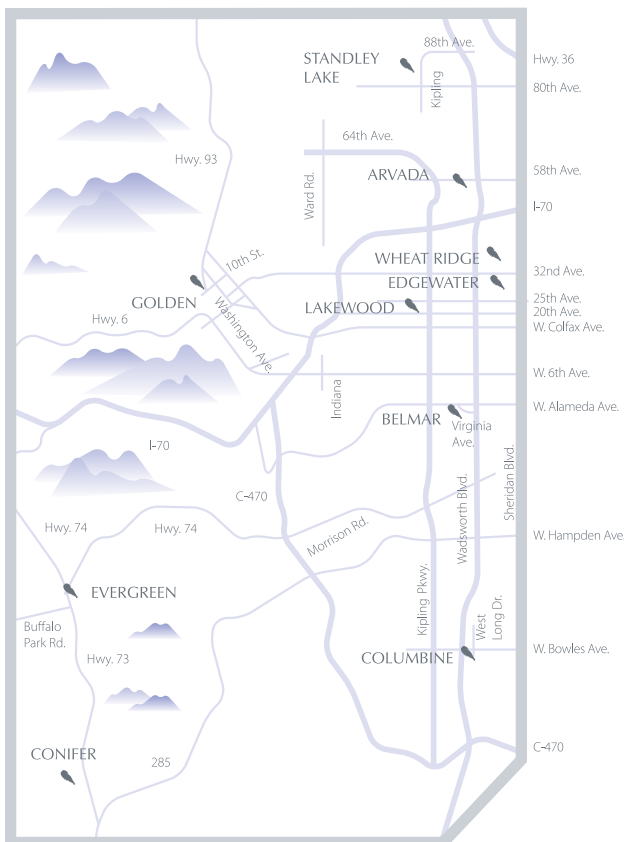
Criteria for consideration

- The skills and abilities of the student as they relate to the planned area of concentration.
- The availability of staff for appropriate supervision
- The availability of projects that contribute to the goals of library support or service

Forms

Each participant in a JCPL service-learning program is expected to:

1. Complete an [application form](#)
2. Provide emergency contact information
3. Provide written goals and objectives for the time spent at JCPL (can be duplicate of school form)
4. Provide JCPL with an evaluation of the student learning experience at the end of his/her time with JCPL (can be duplicate of report done for school)



Starting a service learning assignment at JCPL

1. The Director will:
 - a. Discuss potential assignments with students and determine JCPL staff availability
 - b. Notify the student regarding the status of his/her application within two weeks of receipt of the application.
 - c. Work with the student and staff to identify a work location and develop a work schedule
 - d. Provide the student with staff contact information
 - e. Schedule an orientation meeting with the student
 - f. Work with the participant and staff to assure the smooth functioning of both the project and Library operations.
 - g. Serve as the Library's contact person to the academic institution.
 - h. Provide the academic institution with an evaluation of the student's work
2. No salary or benefits will be paid students for their work in the JCPL service-learning program.
3. The Library reserves the right to request a change in or discontinue any assignment that unduly disrupts library operations.

For more information or to submit an application contact:

Pam Nissler
Director of Library Programs and Services
Jefferson County Public Library
303-275-6203
pam.nissler@jeffcolibrary.org

A detailed map for each library is available by selecting the "[Locations](#)" tab on the Library home page:
www.jeffcolibrary.org