

Lower Umpqua Library District  
Position Description  
College-level Intern  
Pacific Northwest Section

Position Overview: Under the supervision of the Lower Umpqua Library Director/District Manager, performs various administrative tasks in support of the Library's mission to the community, such as processing, cataloging, shelving, and arranging library materials.

The position is a temporary internship that is open to college students who are currently in their freshman, sophomore, or junior years in school. It will focus on the library's new Pacific Northwest section.

This internship is funded through a Special Districts Association (SDAO) Grant. It will start in September 2023 and will continue until the grant funds run out, which will be approximately five to ten months depending upon how many hours the intern works per week.

Primary responsibilities include:

- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas
- Locate library materials, such as books, periodicals, audiobooks, local history, and DVDs
- Enter and update records on computers
- Organize historical documents and newspaper clippings pertaining to the library and the area
- Type reports, finding aids, and other documents pertaining to the Pacific Northwest collection
- Provide assistance to the Library Director in the maintenance of collections of books, periodicals, magazines, newspapers, audiovisual and other materials
- Maintain records of items received, stored, issued, and returned
- Perform clerical activities such as filing, typing, word processing, photocopying, and mailing out material, and mail sorting
- Operate and maintain audiovisual equipment
- Repair books, using mending tape, paste, and brushes
- Facilitate the acquisition of books, periodicals, and audiovisual materials by checking prices, figuring costs, and preparing appropriate order forms
- Assist in the preparation of displays
- Create flyers/signage
- Process newly acquired materials such as books and audiovisual items
- Prepare, store, and retrieve classification and catalog information, lecture notes, or other information related to stored documents, using computers
- Conduct research online
- Other duties as required

Supervision Received: Receives general supervision and policy advice from the Lower Umpqua Library Director

Required Knowledge Skills, and Abilities:

- Ability to read, write, and speak English
- Ability to organize work
- Ability to understand library policies, rules, and procedures
- Ability to interact courteously to other staff and volunteers, the Library's business contacts, and the general public

Physical Requirements:

- Ability to perform duties in an office environment
- Ability to work in an environment subject to continuous interruptions and background noise
- Ability to view a computer screen and operate a keyboard for extended periods of time
- Ability to move and/or lift materials up to 30 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and hear; use hands to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at, or correctable to "normal ranges"
- Ability to read printed information on computer screens
- Ability to communicate effectively with individuals in person, over the telephone, via social media, and via the printed word
- Ability to file books, periodicals, reports, notebooks, etc. on shelves ranging from one to seven feet from the floor
- Ability to work flexible hours during all hours of public operation