



## Characteristics of a TLCPL Internship Program

This document outlines the general characteristics of an internship between an outside organization (such as Sylvania Schools, one of the Toledo-area colleges or universities, or others) and Sylvania History Buffs, and the Toledo Lucas County Public Library.

### Characteristics of the Internship

The internship program will be overseen on-site by a librarian, supervisor, or manager at TLCPL and the Internship Program Administrator (IPA). The IPA is the individual at the outside organization who is partnering with TLCPL on the program, and who is referring the candidates to us. Over the course of the program, the intern should work on progressively more challenging tasks, projects, and objectives. Learning goals for this internship should be well defined and include two primary areas. The intern's supervisor will have specific learning goals pertaining to the work being done in the department such as the development of programs, reference training, or specific projects.. In addition, the internship supervisor should work with the intern on the various elements of being successful in the workplace, such as keeping to a schedule, proper dress, and behavior.

### Timeframe for the Internship

The internship should be characterized by the specific parameters that the internship supervisor is able to work with the intern (the internship supervisor should be realistic about time commitments). The degree to which a schedule can be flexible is up to the internship supervisor and may be decided in conjunction with the intern depending on particular situations.

### Compensation

Students will accrue course credit through the partnering program if applicable. Unless an outside grant-awarding agency is providing funds for a stipend, or specific community fundraising creates a direct fund, there is no financial remuneration for interns.

### Selection of Intern Candidates

If possible, the IPA will pre-vet candidates for the internship to increase the chances of a successful experience for all parties involved. The internship supervisor will review resumes from candidates and conduct a face-to-face interview. The intern will be required to submit to a

background check conducted by the manager of the TLCPL Public Safety Department through the county system. Misdemeanors will not be disqualifying, and the background check is to ensure that all candidates have no prior felonies that would suggest that they should not be working with the public in general or children in particular. The results of the background check will be shared directly with TLCPL Human Resources and the internship supervisor will at no point have access to the results.

## Onboarding

Upon successfully being accepted as an intern, the intern will receive an ID badge, an electronic fob (allowing them access to departmental workrooms and offices), any needed keys, and a pass allowing them to enter and exit the parking garage. The first day will involve a tour of the building, an overview of public safety considerations, introductions to department staff, a more specific overview of equipment and procedures, and some initial discussion on overall internship goals.

## Documentation and Reporting

Should there be serious challenges where the intern is unable to carry out the duties of the internship and action is needed to be taken to remove the intern from the program before it has been completed, all issues will be documented and shared with the department manager, the Main Library manager, TLCPL Human Resources and the IPA. The internship supervisor will also keep a log of the internship to ensure tracking of the successes of the intern and complete an evaluation of the intern upon completion of the semester. The intern will provide any other documentation (e.g., samples of work completed) needed to the IPA for the purposes of evaluation and grading.

## Structure of the Organizational Partnership

No formal agreement or memorandum of understanding will be required to be drafted or signed for an internship program to be undertaken. Should the partnering organization or TLCPL require such a document in the future, it can be discussed between the IPA and internship supervisor at that time.