

2018 Internship  
Reports to Director

The Cortland Free Library is seeking an Intern to assist with the following: Adult and/or Youth Programming, and/or Library Administrative work. The successful candidate may express a desire to work in a specific department. All candidates should be prepared to pitch a programming idea or a preferred area or course of study and their learning goal. Please state your interest at the top of your resume as a career or internship goal.

Duties could include: Working collaboratively with library staff in all aspects of public service, collection development tasks including the selection of children or adult fiction and nonfiction materials. The opportunity to present public programming exists and is encouraged: Suggested presentation topics include using online resources, technology workshops, craft / maker space ideas or projects. Intern will assist in promoting workshops and finding funding.

The ideal candidate will have a strong commitment to customer service, be able to lead as well as work effectively as part of a team, have excellent interpersonal and communication skills, the ability to prepare statistical data and budgets, demonstrate facility with online media, services, and software, and develop and deliver programming and outreach services. It is understood that these skills may be learned.

Minimum qualifications: Current student pursuing a Master's degree in Library or Information Science.

This is a paid temporary part-time internship position at minimum wage, not to exceed 30 hours a week.

Hours are flexible; evening and Saturday hours are available. This Internship is intended as a June through August commitment but, a minimum of a 3 week commitment will be considered. Please state your commitment dates and hours available in your cover letter.

The Cortland Free Library, a member of the Finger Lakes Library System, is located in the center of downtown Cortland, New York. The library is chartered to service a population of 30,114 (2010). In 2017: We circulated 44,391 Adult Books and 41,048 Children's Books, with a total circulation of 122,361 items. 17,988 people attended library programs and 2,224 took advantage of one-on-one programs. We had 92,560 visitors. The 2017 Summer Reading Program alone drew 5573 participants to 172 programs. The annual report to New York State can be found at <http://www.flls.org/annualreports/> see CORT. Our current physical collection includes 72,951 items.

Please address any correspondence to Tammy Sickmon, Interim Director, Cortland Free Library, 32 Church Street, Cortland, NY 13045, or via email to [dir@cortlandfreelibrary.org](mailto:dir@cortlandfreelibrary.org)