



## D. Hiden Ramsey Library Internship Program

**Announcing: 1 paid internship available for Fall 2010 semester.  
10-15 hours per week. Application deadline is August 27, 2010**

### Description

The Ramsey Library Internship Program is designed to encourage and promote future professionals for library, information, and instructional technology fields. The Program provides UNC Asheville undergraduate students with the opportunity to gain practical experience working in an academic library. Interns have additional responsibilities than other library student assistants and are eligible for higher hourly pay.

Students in this role work more independently than other student assistants and may:

- serve as frontline contact with students, faculty, staff, and community members
- provide information services to patrons, including circulation and basic content - based research help
- work with physical and digital collections (books, journals, papers, etc.) in their preparation, organization, and maintenance
- assist librarians and staff in the acquisition, control, and organization of information resources
- create, add, edit, and update records and digital resources in a highly networked environment
- design, develop, and edit library Web pages
- develop a personal library experience blog
- work on other projects as assigned by librarians
- participate in library meetings and workshops

### Criteria

Students applying for a Ramsey Library Internship must:

- be fulltime undergraduate students with at least 30 hours of coursework at UNC Asheville
- have proven themselves in managing parttime work and academics
- have at least a B average
- have an expressed interest in pursuing a career in library and information science or related field

In addition, it is expected that applicants have experience in conducting library research using both print and online sources.

**A sample research paper with bibliography demonstrating the applicant's successful incorporation of library resources is to be included with the application form on the next page.**

## D. Hiden Ramsey Library Internship Program Application Form

Please print and complete this form and return to:

Anita White-Carter  
Research Services & Interlibrary Loan  
Coordinator Ramsey Library, CPO# 1500 email:  
whitecar@unca.edu

### Applicant's Information

Name:

\_\_\_\_\_, \_\_\_\_\_  
Last name First Middle initial

Permanent address: \_\_\_\_\_  
\_\_\_\_\_

Local address (if different from permanent address):

\_\_\_\_\_  
\_\_\_\_\_

Major/Intended Major: \_\_\_\_\_ Credit hours at UNCA: \_\_\_\_\_

Email: \_\_\_\_\_ UNCA ID: \_\_\_\_\_

### Faculty Mentor/Advisor's Endorsement

I have read the Description and Criteria for the Ramsey Library Internship Program and I fully support this student's application.

Faculty Mentor/Advisor's Name and Department (please print) \_\_\_\_\_

Faculty Mentor/Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**A sample research paper with bibliography demonstrating the student applicant's successful incorporation of library resources (online and print) is to be included with this application form.**