



# Orange Public Library & History Center



## Lending Services Internship

### **Our Library:**

The Orange Public Library welcomes and supports all people in their enjoyment of reading and pursuit of lifelong learning. Together we strive to preserve local history and to provide equal access to information, ideas and knowledge through books, programs and technology.

### **Lending Services:**

The Lending Services division provides lending services and facilities for return of loaned materials. It is a service point to register for library cards, checkout/in materials, renew materials, pay library fees, and inquire about library services. Other duties performed include shelving materials, data inputting, and telephone answering.

### **Responsibilities:**

- Sort and shelve returned library materials
- Pull hold requests
- Discard materials
- Sort donations
- Special projects as needed

### **Benefits:**

- Learn about the different types of careers available within a Public Library
- Gain professional experience

### **Requirements:**

- Must be enrolled in an internship course where credit is awarded for hours completed
- Customer service experience
- Organizational skills
- Knowledge of alphabetic and numeric systems
- Desire to help the Library and members of the Orange community
- Basic word processing and spreadsheet software computer skills
- Good communication skills, patience, and enthusiasm working with others
- Be willing and able to follow directions
- Ability to commit to and keep scheduled hours
  - Schedules to be determined by Lending Services Library Manager and Intern

### **Application Procedure:**

- Submit an Orange Public Library Volunteer Application
- Interview with Library staff
- Background process, which may include fingerprinting and/or drug screening. This process is paid for by the City of Orange

**Intern Reports To:** Lending Services Library Manager

**Contact Person:** Library Volunteer Coordinator, (714) 288-2569 or [lgroscost@cityoforange.org](mailto:lgroscost@cityoforange.org)