



Orange Public Library & History Center



Local History Internship

Our Library:

The Orange Public Library & History Center 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.

Local History:

The local history collection at the Orange Public Library & History Center preserves and offers access to materials on the historical development of the City of Orange and Orange County.

Responsibilities:

- Work on a variety of projects and local history materials
- Assist Local History Librarian with various tasks
- Assist during local history programs
- Conduct research
- Organize local history collections
- Assist with Digital projects

Benefits:

- The opportunity to learn about Orange local history
- Become acquainted with historical resources and historical research
- Learn about preserving historical documents and artifacts
- 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
- Computer experience, including scanning and digitization
- Desire to help the Library and members of the Orange community
- 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 Local History Librarian 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: Local History Librarian

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