

## 2014 21st Century Librarian Internship Grant Program

<http://nowhiringatyourlibrary.nebraska.gov/internship/InternshipsInfo.asp>

### Application Calendar/Deadlines

2014 Application Deadline: **4:59 p.m., Central Time, February 18, 2014**

Earliest Announcement of 2014 Grant Award: **March 17, 2014**

*The next application cycle will open **December 17, 2013**.*

### Grant Program Description

#### Overview

The grant awards are stipends that may be used as the library sees fit, with the approval of the grant review committee. For example, a library may provide one 100-hour internship during the summer months that might last eight weeks, or two 50-hour internships during the school year that might last ten weeks, depending on the needs of the library and the scheduling needs and qualifications of the internship candidates. Library grantees will recruit, select and hire their interns. Usually, interns are hired as contract workers and paid on a stipend rather than an hourly wage, but the terms of employment are determined by the library's governing body experiences.

The hours spent at the library will be planned to introduce the student to the scope and value of the diverse programs and activities throughout the library. One staff person should be identified to work closely with each student intern and accept responsibility for ensuring a rich learning experience. This staff person will also be responsible for meeting the reporting requirements of this grant. Under general supervision, the student intern will perform a range of day-to-day tasks in the library to gain general knowledge of library work, as well as work on specific programs and activities. Past participants have checked out books and other materials to library customers, assisted library personnel with summer reading programs and story hours, attended trainings, developed displays, weeded, produced flyers and brochures, reviewed policies and budgets, worked on library Websites, created Facebook pages, and written newspaper and newsletter articles.

The intern's supervisor will work with the student to determine how supervision will be conducted and what projects will be completed, using the schedule and curriculum guidelines provided by the Nebraska Library Commission.

View the recording of the May 1, 2013, NCompass Live session [What Does a Successful Internship Look Like?](#)

## Requirements of the Program

The library will:

- Assign an intern supervisor.
- Direct the selection process of their interns.
- Work with the student to determine how supervision will be conducted and what projects will be completed, using the schedule and curriculum guidelines provided.
- Introduce the intern to all aspects of library work.
- Orient the intern to library-related educational and career opportunities.
- Direct the intern to complete baseline and post-internship evaluations.
- Submit a post-internship evaluation detailing the projects, experience, results, and implications of the project.
- Be available for follow-up interviews and surveys by the NLC for the purposes of internship grant program evaluation.

The intern will:

- Complete project(s) demonstrating varying levels of responsibility appropriate to the intern's ability to perform.
- Complete baseline and post-internship evaluations, reporting experiences with their work assignments.

The Nebraska Library Commission will:

- Remit grant funds directly to the library.
- Increase awareness about the library profession and the opportunities for employment in Nebraska libraries.
- Assist potential interns and interested libraries to connect.
- Provide additional training opportunities in 21st century skills for value-added experiences.
- Maintain confidential files.
- Evaluate the program and disseminate results.
- Comply with all grant expectations set forth by IMLS.

Download the example **Proposed Timeline and Schedule of Internship Activities** (<http://nowhiringatyourlibrary.nebraska.gov/internship/ExampleTimelineSchedule.doc>, <http://nowhiringatyourlibrary.nebraska.gov/internship/ExampleTimelineSchedule.pdf>) for guidance in preparing the application.

## Goals & Outcomes

This program encourages and supports the following five goals:

- High school and college students get involved in real library work that takes advantage of their experience and interests.

- The internship introduces promising high school and college students to the varied and exciting work of Nebraska libraries.
- The internship functions as a recruitment tool, helping the participant view the library as a viable career opportunity.
- The internship provides students with an enlightened view of the roles of libraries and librarians, an understanding of behind-the-scenes library operations, and insights into the role of technology in libraries.
- Libraries receive financial assistance to provide stipends to students who often help expand a program or complete a project and bring in fresh ideas.

This program encourages and supports the following two outcomes:

- Interns will report positive experiences with their work assignments and increased interest in library careers.
- Library staff will report positive experiences with the internship program.

In addition, evidence will be sought to show that communities benefit from the internship grant experience.

### 2012 Award Information

Grants range from \$500 to \$1,000. No matching funds are required. The grant awards are stipends that may be used as the library sees fit, with the approval of the grant review committee. **The internship must be completed on or before September 30, 2014.**

### Eligibility

[Accredited Nebraska public libraries](#) may apply. The applicant may partner with other types of libraries to provide a variety of work settings.

In addition to meeting the eligibility requirement, the applicant must:

- Submit the application online
- Complete the internship on or before **September 30, 2014**
- Assign a supervisor who will:
  - Direct student to complete Intern Baseline and Post-Internship Assessments and submit completed forms in a timely manner
  - Track student's hours and activities
  - Complete and submit Supervisor Post-Internship Assessment in a timely manner.
- Credit the Institute of Museum and Library Services, the Nebraska Library Commission, and the Nebraska Library Association in all publicity about the project.

### Application Review

Applications will be reviewed by a committee composed of representatives of the Nebraska Library Commission, the IMLS grant team, and the Nebraska Library Association.

Preference will be given to proposals that include:

- a schedule of activities,
- an orientation to all library service functions, and
- commitment to meeting grant expectations.

Partnership projects (for example, accredited public library/school library media center) are encouraged. Libraries who have never applied for or received an internship grant are strongly encouraged to apply. An attempt will be made to award grants to libraries from all areas of the state.

### Award Administration

The earliest announcement of grant award will be made March 17, 2014, by the Nebraska Library Commission. The grant award is a stipend that may be used as the library sees fit, with the approval of the grant review committee. An award letter will be mailed out to the library and a Letter of Agreement must be signed and returned to the Nebraska Library Commission. By signing the Letter of Agreement, the awardee certifies that it is an accredited Nebraska public library and will comply with the expectations of the grant.

## Apply for Grant

### General Information

The application is to be completed online only, available at <http://nowhiringatyourlibrary.nebraska.gov/Internship/internshipapp.asp>.

An electronic signature from both the Library Director and the Library Board President are required.

The library must successfully submit the completed online application no later than **4:59 p.m., Central Time, February 18, 2014.**

A printable copy of this completed application will be sent to the Library Director's e-mail address provided.

### Application Tips

The following questions which require narrative responses will be asked during the online application process:

- **Background:** Describe the reason your library wants to participate in the internship grant program. State the underlying need or opportunity.
- **Schedule of Activities:** Briefly describe the projects and activities with which the student intern will be involved, including the student's role in the projects. If available, please include a general orientation plan. Include a timeline, if

available.

- Effect: Describe the anticipated benefits of this internship to the student, the library, and the community.

Type narrative responses in a word processing program, then copy and paste the text into the text boxes. This allows for spell-checking and proof-reading. Avoid special formatting, such as underlining, bold, italics, bullets, and special characters. Consider having someone review and proof the text. If you like, you may request a Nebraska Library Commission staff to review the application content in advance of submission.

## Questions?

For inquiries regarding the nature of the grant program and application, please contact Kathryn Brockmeier, Grant Program Manager, by [e-mail](#), or call 402-471-4002 or 800-307-2665.

For technical support while completing the application online, please contact Janet Greser, Computer Help Desk Support, by [e-mail](#), or call 402-471-2010 or 800-307-2665; or Vern Buis, Computer Services Director, by [e-mail](#), or call 402-471-4030 or 800-307-2665.

## Partners & Sponsors

As Nebraska's state library agency, the [Nebraska Library Commission](#) is an advocate for the library and information needs of all Nebraskans. The mission of the Library Commission is statewide promotion, development, and coordination of library and information services—"bringing together people and information."

The [Nebraska Library Association](#) is the cornerstone of the Nebraska library community. We advocate for our members, enrich their professional lives, advance the lifelong learning of all Nebraskans, and promote all library interests in Nebraska.

The [Institute of Museum and Library Services](#) is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development. To learn more about the Institute, please visit <http://www.ims.gov/>.