

Internship Application

Wahiawa Public Library

820 California Avenue
Wahiawa, HI 96786
(808) 622-6345

Contact Information

Name	
Street Address	
City Street ZIP Code	
Best phone to contact	
Email Address	

Availability

During which hours are you available for internship assignments?

- Weekday afternoons Saturday mornings
 Weekday evenings Saturday afternoons
 Friday mornings Are you available to commit to a specific schedule?

Interests

This internship requires the candidate to work producing video book talks, perform outreach at the high school, and assist with library activities as needed. Please check all that you feel you are capable of doing:

Videography and video editing

- Work with video cameras or DSLRs to record video
 Edit videos using video editing software (ie. iMovie, Final Cut, Adobe Premiere, etc.)

Reading, writing, and editing written word documents

- Read YA (Young Adult/Teen) fiction and non-fiction books and comment or be able to informally review them
 Write with correct spelling and punctuation, with ability to potentially edit your own or others' work

Social media marketing

- Post on social media platforms and be capable or willing to build a following of peers
 Have knowledge of best social media practices and provide input to librarians regarding how best to reach target audience

Public relations and outreach

- Help create and post flyers at the high school and at other spots where teens frequent
 Approach other high school teens regarding library programs and possibly administer informal surveys
 Promote library video book talks and library events to fellow teens

General duties

- Alphabetize and catalog books according to the Dewey Decimal Classification System
 Assist with arts and crafts, storytime puppet shows, and singing children's songs (as needed)
 Possess a Hawaii State Public Library card (for checking out books and logging into account)
 Operate a Windows PC or Apple product and use word processing software

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from previous employment, volunteer work, or through other activities, including hobbies or sports.

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Career Goals and Interests

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References (from Teacher, Mentor, or Previous Employer)

Name	
Email Address	
Phone Contact	
Relationship to Applicant/Years Known	
Name	
Email Address	
Phone Contact	
Relationship to Applicant/Years Known	

Person to Notify in Case of Emergency

Name	
Street Address	
City State ZIP Code	
Home or Cell Phone	
Work Phone	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a library intern, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

Wahiawa Public Library is not responsible for your personal belongings. If you would like to secure your belongings, please bring a lock for use with a locker in the staff room. Otherwise, you may put your personal belongs in the staff break room. You may put your lunch in the staff refrigerator and use the staff break room for lunch and the staff restroom. Please don't bring friends or family members with you while interning. As an intern, you are not allowed to use any staff computers unless specifically instructed to do so by the library staff supervisor, and you must sign an acceptable use form (for computer usage).