

# Winnipeg Public Library

## Student Work Experience Placements

Winnipeg Public Library is committed to offering MLIS and Library Technology students the opportunity for work experience placements in WPL branches. We believe that library student placements serve a dual purpose: they provide an opportunity for students to learn about careers in public libraries and they provide WPL with an opportunity to support professional development and training in public libraries.

Library student work experience placements are intended to:

- Provide work experience to graduate students or library technology students interested in exploring a career in public libraries;
- Provide students with an insight into the range of work, programs and services within a public library setting;
- Create mentoring and networking opportunities for library students and contribute to their professional development and training;
- Provide WPL with assistance in carrying out specific projects and bringing new ideas forward.
- Provide WPL staff and supervisors with mentoring, training and leadership opportunities through supervising student placements.

### Scope of Placements:

#### Students eligible for work experience placements include:

- Master of Library Science/Information Studies (MLIS) graduate student work experience or co-op requests
- Library Technology student placements or practicums (e.g. RRC, Mohawk College)

Library administration may approve other placement requests if they are assessed as beneficial to Winnipeg Public Library.

**All work experience requests must be approved by the Administrative Coordinator of Support Services (Admin), Winnipeg Public Library or authorized designate. Please call 204-619-4773 for information.**

### Duration of placements:

#### MLIS Graduate Students

- 2 – 3 months in duration, maximum 35 hours per week

#### Library Technology Students

- 2 – 3 weeks in duration, maximum 35 hours per week

The above placement terms may include evening or weekend shifts depending on their operational viability.

## **Type of Work Provided:**

The following list provides examples of the kinds of work that may be assigned during a typical placement. The specific duties and areas of focus for each placement may vary according to the work experience, skills and interests of the student candidate.

### **Graduate Students:**

- Participate in the delivery of programming and special events at library branches and Outreach Services locations
- Assist with materials and collection development by working on specific projects or with targeted collections
- Provide research, gather and collate data for programming or project development and delivery
- Develop topical or thematic print and electronic public-facing resources on collections, programs and services
- Develop resource materials to assist in the ongoing delivery of programs and services
- Provide Readers Advisory, referral and information services to the public in WPL branches and Outreach locations
- Participate in on-site learning opportunities such as Webinars and staff-delivered training sessions on a range of topics
- Participate in the delivery of social media through writing blogs, developing web resources and other opportunities.
- Other duties and responsibilities as assigned.

### **Library Technology Students:**

- Job shadow and assist public services staff in delivering customer service at WPL branches
- Assist with the delivery of programs and special events at WPL branches and Outreach locations.
- Job-shadow and assist with circulation duties, including check-in, shelving, holds retrieval and other duties as assigned
- Work with processing staff to process a variety of materials and formats
- Assist Acquisitions staff with variety of duties
- Provide collection management support by working on weeding and other collection projects
- Provide project research and data collection assistance as assigned
- Other duties as assigned.

## **Responsibilities of Student:**

### **Library student placement candidates must:**

- Be available to work the scheduled hours at the location(s) offered
- Make their own arrangements for accommodations/ travel/etc. if applicable
- Ensure all documentation related to placement is completed before the start date

- A criminal records with vulnerable sector clearance (CRC) may be required for some placements
- 3<sup>rd</sup> party liability insurance coverage
- WCB coverage or waiver of this coverage
- Comply with the City of Winnipeg's Employee Code of Conduct
- Meet attendance requirements of mutually agreed on schedule
- Complete work as assigned on schedule
- Notify WPL supervisor if unable to make shift(s)

### **Responsibilities of Supervisor:**

#### **The WPL staff supervising the placement will:**

- Provide student with general fire/safety and branch facility orientation
- Review the City of Winnipeg's Employee Code of Conduct with the student
- Supervise the work of student
- Be available to provide opportunities for feedback and Q&A
- Liaise with student's school regarding performance as required
- Complete a placement evaluation if required by student's school/university at the end of the scheduled work experience
- Student evaluations will not be kept on file by WPL

### **Employment at WPL**

While WPL staff may provide students with general information on employment opportunities available at Winnipeg Public Library, the work experience placement is not part of the hiring process for the City of Winnipeg's Library Services Division. Students who qualify for job postings with Winnipeg Public Library are, of course, welcome to apply for these positions. More information is available on the City of Winnipeg website here:

<http://www.winnipeg.ca/resumeol/peoplesoft/index.asp>

Administrative Coordinator of Support Services  
September 11, 2017