

**LIBRARY SCIENCE
STUDENT INTERNSHIP SKILLS LIST
Provo School District**

This list is designed to help you obtain considerable information during your internship period. The column on the left will designate various procedures used in your internship you have been assigned. When you have observed a procedure, record the date and have your mentor or sponsor initial the square. There is a lot to see and learn. Be sure to ask your mentor to show you as much as she/he can.

PROCEDURE OR SKILL	DATE INITIAL	DATE INITIAL	DATE INITIAL
1. Read to children-group and individual.			
2. Shelve books in correct Dewey decimal order.			
3. Help weed old books.			
4. Check books in and out on Dynix system.			
5. Orient children about the library.			
6. Teach research skills-group or one-on-one.			
7. Help tutor children with learning disabilities.			
8. Help students with book selection.			
9. Work with students individually.			
10. Help repair books.			
11. Help cover books.			
12. Help with housekeeping.			