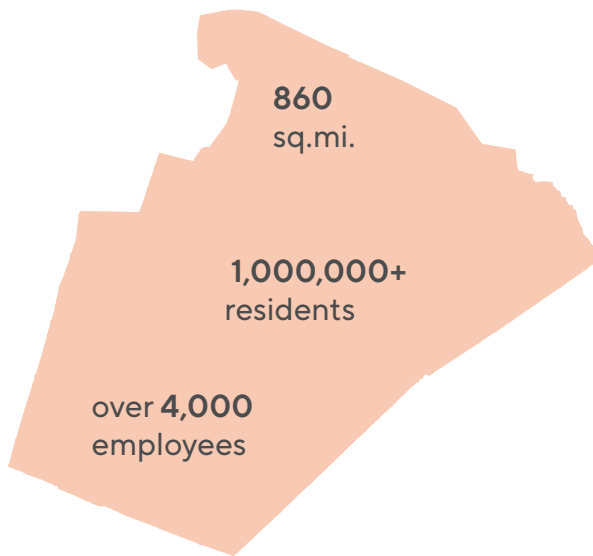


WAKE COUNTY PUBLIC LIBRARIES

Wake County Government



Consistently rated as one of the best places to live and work.



Libraries are part of **Community Services** with over 400 employees.

County Core Values:

- Act with respect, dignity and integrity
- Be accountable
- Foster diversity, equity and inclusivity
- Work together
- Strive for excellence
- Nurture health and well-being
- Serve with passion and empathy

The Library System



Our mission is to instill the love of reading and to foster the pursuit of knowledge for the residents of Wake County.

Organizational Structure



The Library System By the Numbers

- 8 Regional Libraries
- 13 Community Libraries
- 2 Specialty Libraries

- Visits 3,400,000+
- Circulation 12,000,000+
- Programs 9,000+

Wake County
Public Libraries

POSITION: HOLLEMAN INTERN

What do Holleman Interns do?

WCPL offers MLS students a one year paid internship with an emphasis on popular collections and programming. Grounded in practical experience, WCPL internships are designed to: fulfill the intern's education requirements; enable the intern to observe and understand the workings of the public library environment; give the intern hands-on experience with core public library services and operations; provide meaningful focused activities in the intern's specific area of interest; and provide the library with valuable assistance in conducting programs, implementing projects, and performing core services.



Responsibilities

- Perform circulation operations, including checking books out and creating new accounts
- Work directly with the public on a service desk providing excellent customer service
- Observe librarians and assist with planning, presenting, and promoting programs and services
- Provide reference and reader's advisory services for the public
- Offer basic technology and searching assistance to the public
- Attend library meetings to gain understanding of work flow and system decision making



Schedules

10-18 hours per week

- Salary \$19.64 per hour
- Must be able to work half of internship hours between 9 a.m. - 5 p.m.
- Includes regular nights and weekends

A Successful Intern

- Enjoys working with people and excels at providing customer service
- Is energetic, motivated, willing to learn new tasks and receive feedback
- Has great technology and communication skills
- Meets established deadlines

Mrs. Ruth Warren Holleman 1924-2011

Mrs. Ruth Holleman served as a Library Commission Chair from 1994-2004. She was a passionate champion and advocate for Wake County Public Libraries. Due to a generous donation by Mrs. Holleman, WCPL was able to start a system audiobook collection in 2005. In addition to the Holleman Internship program, the Quiet Study room at the Eva H. Perry Regional Library is named after the esteemed Mrs. Holleman.

LEARN MORE: WAKEGOV.COM/LIBRARIES