

Inclusive Internship Initiative Program

Capital Area District Libraries (CADL) is a progressive, forward thinking system serving over 240,000 community members located in Ingham County, Michigan. We have 13 branches and 220 staff members dedicated to serving our diverse communities. Our staff is excellent and truly cares about each other.

Our Public Service Department works to make connections in our community, offer cool and innovative programs that anyone can attend, helps people to learn new technology and find good things to read, listen to and learn about.

Internship Details

We want someone to join us in our Lansing Branches Public Service Department this summer for 30 hours per week for 10 weeks starting on June 14 – August 18th (including the virtual wrap up on Sept 25- 26). The position is located primarily at the Downtown Lansing branch. The pay rate is \$11.50 per hour.

We will show you all the great things a library does for our community members and collaborate with you to create your own special project that showcases your interests and knowledge. You will be asked to research, plan and coordinate the project as well as share what you've learned. You will also have opportunities to learn about how CADL works and how we serve our diverse communities.

If you ever thought about a career in a library this is a great opportunity to learn more about it.

Qualifications

Interns must be entering their junior or senior year of high school, or first year of college.



How to Apply

Please complete the Public Library Association (PLA) Inclusive Internship Program Application and Capital Area District Libraries Volunteer Application. Applications can be emailed to laxtonj@cadl.org or mailed to:

Capital Area District Libraries
401 S. Capitol Ave., Lansing, MI 48901-7919

**APPLICATIONS MUST BE RECEIVED BY
MAY 21, 2021.**

Interviews will take place virtually the week of May 24th, 2021.

Capital Area District Libraries
401 S. Capitol, Lansing, MI 48901-7919 • 517.367.6338
Library Volunteer Application Form

Please print clearly and complete each section. If you are under 18 a parent's signature is required.

Name _____ Date _____

Street _____

City _____ State _____ ZipCode _____

Phone (H) _____ Phone (W) _____

E-mail _____

Age (if under 18) _____ (Will need to provide work permit before volunteering)

Highest Level of Education: _____

Please list any skills or interests that would applicable to volunteering:

References - Please list three references with phone numbers and e-mail. Use "Relationship" to indicate how you know each reference. Employment, school, previous volunteer references preferred.

Name: _____

Phone: _____ E-mail _____

Relationship: _____

Name: _____ Phone: _____

Phone: _____ E-mail _____

Relationship: _____

Name: _____ Phone: _____

Phone: _____ E-mail _____

Relationship: _____



**Capital Area
District Libraries**

**Public Library Association
Inclusive Internship Initiative Program**

Please complete the following information and submit it along with a CADL Volunteer Application, a letter of recommendation from a teacher, other school official, or librarian. Name:

_____ Date: _____

The internship is a 30 hour per week position located primarily at the Downtown Lansing Library (401 S. Capitol Ave., Lansing). Work hours are Monday - Saturday between 9 am – 5 pm. The internship will last 10 weeks.

Internship availability (times/days of week):

School Name: _____

Most recently completed grade: _____

Have you worked in the library previously? If yes, please describe:

Are you able to participate in a Virtual Kick-Off June 21-22, 2021:

Yes ☐ No ☒

Are you able to participate in a Virtual Wrap-Up September 25-26, 2021:

Yes ☐ No ☒

Why are you interested in working at the Capital Area District Libraries and what would you like to gain from the experience?