



Job Title: Library Assistant Intern (Summer)

Position Type: Internship (Summer)

Location: Fayette County Public Library

Hours: TBD (Flexible)

Overview: The Fayette County Public Library is seeking a detail-oriented and enthusiastic Library Assistant Intern for the summer. This position is ideal for individuals interested in gaining hands-on experience in library operations, organization, and public service.

Key Responsibilities:

- **Shelving Materials:** Ensure library materials are accurately shelved and arranged in the correct order. Maintain a meticulous approach to organization.
- **Program Support:** Assist with setting up and breaking down materials, furniture, and decorations for large library events.
- **Collection Maintenance:** Help with the weeding process by removing barcodes from discarded books and preparing them for removal from the collection.
- **Patron Assistance:** Contact patrons to notify them of available holds and assist with related circulation tasks.
- **Meeting & Work Room Organization:** Maintain an orderly and functional space for meetings and work-related activities.
- **Additional Duties:** Perform other tasks as assigned to support library operations and enhance user experience.

Qualifications:

- Strong attention to detail and organizational skills.
- Ability to follow precise shelving guidelines and maintain proper material order.
- Comfortable interacting with patrons in a professional and courteous manner.
- Ability to lift and move materials for program setup and book sorting.
- Interest in library operations and community engagement.

Benefits:

- Hands-on experience in a library setting.
- Opportunity to develop organizational and customer service skills.
- Exposure to library programming and event coordination.
- A great addition to resumes for students or individuals interested in library sciences, education, or public service.