Framework program of internships for students and graduates of universities from countries covered by the ERASMUS+ program in the Library of the University of Zielona Góra

University of Zielona Góra Library
Vice-Rector's Division for Development and Finance
Expected number of apprentices - 1 person in an academic year
Internship period - 3 months
Number of internship hours - 36 hours per week
Contact Language - English
Knowledge of basic computer programs and digital skills is assumed

The library provides conditions for training, apprenticeships and internships for students, doctoral students, university employees and librarians.

Purpose:

The aim of the internship is to familiarize students with the activities of a scientific library and its relations with the environment, in particular:

a) getting to know the specificity of the professional environment, functions, role and tasks of the academic library and the principles of its functioning,

b) acquiring practical professional skills,

c) developing the ability to apply the theoretical knowledge acquired during the studies in the practical functioning of the organization,

d) gaining experience in independent and team performance of work and professional duties,

e) improving the ability to organize one's own work,

d) acquiring new skills and professional contacts useful in professional work or on the labour market.

Period and duration of the internship:

3 months
36 hours per week

The scope and duration of the training depends on the type of practice/internship, the degree of general preparation of the person referred to /practice/internship and the ability to work with the use of computer programs.

Internship place

The internship will take place in the University Library and in indicated organizational units (library departments).

Language of communication

English

Framework Internship Plan

The intern will undergo an introductory training to work in an academic library and training related to work in selected library departments, and will also participate in the implementation of entrusted tasks related to the current activities of the indicated organizational unit of the library.

1. Getting to know the academic library as an institution with specific functions and tasks:

a) getting to know the organizational structure of the library and the mutual connections of departments,

b) getting acquainted with the scope of the library's activities and the list of tasks and works performed in individual departments and positions,

c) getting to know the role of the library in the academic environment of the university,

d) getting to know the applicable library regulations, instructions, standards and procedures,

e) getting to know the users of the academic library,

f) getting to know the headquarters of the organization and its IT systems,

g) familiarization with work regulations, regulations on health and safety, data protection and professional secrecy.

2. The general introduction to the internship in library departments includes:

a) getting to know the organizational structure of the department, its functions, tasks and performed activities,

b) getting to know the regulations, instructions, standards and procedures applicable in the department,

c) getting to know the information workshop of the department: book collection, catalog, databases, etc.

d) getting to know the statistics of activities and services offered,

e) getting to know the specifics of work at various workplaces.

3. Getting to know the resources of the academic library and the rules of making them available:

a) getting to know the types of library collections: monographs, serials, special publications, electronic publications and the principles of their organization,

b) learning the principles of making library collections available and borrowing,

c) getting to know library systems and specialized software used in the library to handle library collections and services,

d) educating users in the field of using library collections.

4. Getting to know the principles of collecting and supplementing collections in the academic library, its records and control.

5. Getting to know the basic principles of processing collections in the library's computer system.

a) getting to know the information and retrieval languages used in the library.

6. Getting to know the principles of organization and protection of library collections according to the divisions used in the library:

a) getting to know the structure and classification of open access collections and the computer system of designations,

b) getting to know the systems and devices for the control and supervision of library collections.

7. Getting to know various forms of library information services.

8. Library marketing and relations between the library and the environment.

9. Participation in commissioned work related to the current activities of the selected department and performance of activities and tasks commissioned by the person in charge.

The program is framework, the method of detailed implementation of the above-mentioned content is determined by the leading librarian.

Completion of the internship

The condition for passing the internship is:

a) completion of the internship within the specified period according to the internship program established for the intern,
b) keeping an internship diary,
c) obtaining a positive opinion by the person leading the trainee.

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