



Riverside County Law Library Internship/Volunteer Program Info

Mission Statement

To enable everyone in Riverside county to perform the highest level of research and practice through free and open access to the law.

Goals/Objectives:

- To make available to the public a balanced and fiscally sustainable collection of print and electronic legal materials that is current and relevant to the information needs of the community.
- To provide access to modern and well-maintained facilities that enable library users to engage in research, study, and collaboration.
- To provide knowledgeable and fully skilled library staff that facilitates access and use of available legal and information resources.
- To serve as an effective conduit between the public and the world of legal research and practice.

Law Library Internship/Volunteer Program

The Riverside County Law Library (RCLL), in keeping with its mission, offers internship/volunteer opportunities that will be mutually beneficial to the law library and the intern/volunteer. It is designed to provide interns/volunteers a valuable learning experience and an opportunity to gain real-world law library work experience that will help them explore or start a career in library and information services.

Goals for Interns:

- To provide on-the-job knowledge to library and/or legal information pre-professionals.
- To provide students an opportunity to acquire insight into what working in a law library is actually like and decide if law librarianship is for them.
- To facilitate involvement on projects dedicated to recruitment, outreach, community engagement and program development.
- To foster an opportunity to make contacts and develop professional relationships.
- To encourage participation in mentor/mentee programs.
- To learn new theories and practices in the field through the student and meet the needs of the law library through valuable assistance from the student.

Goals for Volunteer:

To provide an opportunity to gain experience in community and public service that may increase personal knowledge and skill sets to further career goals.



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Application:

While applications are accepted year-round, no more than two interns/volunteers will be admitted concurrently into the program. Internship/Volunteer assignments are unpaid and limited to those who are 18 years of age or older and U.S. citizens. The RCLL internship/volunteer program welcomes applicants who have demonstrated academic excellence and a commitment to public service. RCLL encourages applicants with diverse backgrounds. Submit applications to: workhere@rclawlibrary.org

Procedure At-A-Glance

1. Application: Intern/Volunteer applications will be accepted on a year round basis. Applications are due on the second Friday of the months listed below. Internship/Volunteer opportunities begin quarterly.

	Fall	Winter	Spring	Summer
Application Due	August	December	March	May
Intern/Volunteer Begins	September	January	April	June

2. Interview: The applicant will be interviewed by the Library Director and the person who may serve as the Direct Supervisor for the type of project or work to be conducted.
3. Orientation/Training
4. Evaluations: Once an intern/volunteer has completed his/her hours they will evaluate the program as well as be evaluated by their direct supervisor. The links for evaluations can be found below:

Intern:

<https://docs.google.com/a/rclawlibrary.org/forms/d/1KkmZ9NYtegQsfWbCQQB5zCO9CI9b2o1EQpFdfVAHqYk/viewform>

Intern's direct supervisor:

<https://docs.google.com/a/rclawlibrary.org/forms/d/1HrKJ2x2hp1gd2qnlH4BjHmCrE2IEnT74DUPRy9seh7c/viewform>

Volunteer:

<https://docs.google.com/a/rclawlibrary.org/forms/d/1w7cf93iAoHG6fFo1mXPDSFkbA7h7EMW137oJQT8oKFM/viewform>

Volunteer's direct supervisor:

<https://docs.google.com/a/rclawlibrary.org/forms/d/1pAbA4UVBGh92-ijBvzZquDWQ9VeQrp3-r5DAdFE3Dgk/viewform>



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Internship Opportunities

Types of Internship	Possible Responsibilities
Information Services	<ul style="list-style-type: none"> • Reference/Reference Desk • Loose leaf filing • Shelving • Shelf reading • Telephone inquiries
Outreach/Programming	<ul style="list-style-type: none"> • Assist in program planning and preparation including making arrangements, preparing handouts, new programs • Outreach/Public Relations- expand contacts with various organizations, media list, process of publishing in magazines/newspapers
Technical Services/ Archival	<ul style="list-style-type: none"> • Barclay's bindery; organization of superseded city ordinances • Filing of microfiche • Transition holding to reflect catalog • Collection development- weeding, policy creation for superseded • Serials claim reports need to be run and necessary claims made
Community Engagement	<ul style="list-style-type: none"> • Evaluation of current/web social media procedures in place • Research literature, make and assist in implementation of changes • Policy creation • Create video tutorials

Volunteer Opportunities

Will vary depending on Riverside County Law Library needs at time of application.