

Final Product

Internship projects take many forms. They can be events, introduce new services or develop new resources for the library. Events might include a book talk, STEAM workshops or movie club nights. Services might include enhancing the library's social media presence, creating a teen advisory board or providing summer meals. Resources might include book club kits, translated materials or other guides. Based on the type of project you choose, there are some final questions to consider.

Event: What set-up is needed the day of the event? If virtual, what kind of technology do you need? How many staff members are needed and when? What are potential risks or challenges? Do you have a plan for in case you encounter a challenge?

Post-Event: Describe how the event went. How many people attended? What feedback, if any, did you receive? Did you achieve your goals?

Service: What materials are needed? How do you plan to engage the rest of library staff in knowing and supporting this service?

Post-Service: Describe how the service went. How many people participated? What feedback, if any, did you receive? If library staff are to continue to provide the service, how have you prepared them to do so successfully? Did you achieve your goals?

Resource: What materials are needed? What is the production schedule? How do you plan to engage the rest of library staff in knowing about and supporting this resource?

Post-Resource: Describe how the resource was received. How many people accessed it? What feedback, if any, did you receive? If library staff are to continue to provide the resource, how have you prepared them to do so successfully? Did you achieve your goals?