

**Committee Annual Report to Library Council
Dalhousie University Libraries**

Period Covered: July 1, 2014 to June 30, 2015.

Committee: Libraries Internship/Practicum Coordinating Committee (LIPCC)

Chair: Sarah Jane Dooley (Sexton)

Membership: Jen Adams (Law), Ann Barrett (Kellogg), Erin MacPherson (MacRae), Shelley McKibbon (Kellogg), Michael Moosberger (Archives/GIS), Dominic Silvo (Killam)

Summary for 2014-2015

- **Summer Shine Series**

Summer Shine 2014 was held on August 13th, 2014 from 3:30pm-5:00pm in Room 1009 in the Rowe Building. The event was well-organized, and very well-attended.

Summer Shine 2015 will merge with the Libraries Welcome Reception for the School of Information Management (SIM). Planning for this event began and will continue through to the event on September 10, 2015.

- **Dalhousie Practicum Applications for Supervisors**

In collaboration with JoAnn Watson at SIM the Committee updated the standardized practicum application form for supervisors. This year, we had five applications for 100-hr. practicum students, all of which were placed.

- **Intern Training Day on May 14, 2015**

This was our 3rd Annual Intern Training Day. A number of librarians and staff members from across the system provided presentations to eight students (1 GIS student, 1 NSCC student, and 6 SIM students). Sessions included a description of the Libraries' mission and vision, brief overviews of each library, copyright, Library IT/Systems, Primo/Novanet Classic, the I.R., the Archives catalogue, RefWorks, LibGuides, LibAnalytics, and an ice-breaker activity. The group finished the day with a social at the University Club Pub.

- **Library Tours for Interns**

This year, library tours will be organized all in one morning. Students will start their tours at the Sexton Library, Kellogg and Law Libraries, and end with tours of the Killam Library and Archives/GIS/Special Collections.

- **Intern Pay Rate**

There was a considerable amount of discussion and investigation around increasing the intern pay rate. Unfortunately, due to budgetary constraints, the intern pay rate will not increase. As a result, it has become increasingly important to create a more valuable, varied, and all-encompassing experience for the interns.

- **Intern-Related Documentation**

The Committee will store any local library intern training related documentation on the shared drive to share the information, and create some consistency with training documentation across libraries.

- **Exit Interviews for Interns**

The Committee agreed that providing exit interviews for interns would be beneficial in gaining valuable feedback in order to grow our intern program. The Killam Library has provided a template for intern exit interviews.

- **Keeping a Record of Intern Projects**

There was some discussion this year around the value of keeping a record of intern projects for the purposes of keeping track of those projects, and assisting supervisors in providing references for interns applying for professional positions. Compiling this information could be a potential project for an intern.

- **Feedback Loop for SIM Practicum Placements**

JoAnn Watson at SIM suggested that practicum supervisors provide regular feedback to her on how well students are working in the practicum and whether it is a good fit for that particular student. She would also like to be alerted if there are any issues or challenges with placements so she can address them directly with the students.