

Library and Information Science

Internship Handbook 2016-2017



UNIVERSITY *of*
DENVER

MORGRIDGE COLLEGE OF EDUCATION

University of Denver—Morgridge College of Education
Denver, Colorado

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Dear Student,

Welcome to the culminating internship experience! You are about to begin one of the most exciting and fulfilling aspects of your degree plan. The culminating internship is an opportunity for you to apply the theory learned in class to the actual workplace while working under the supervision of professionals. The field mentor, faculty supervisor, faculty advisor, and internship coordinator are all cheering for your success.

Your culminating internship experience can be one of the most important career enhancing choices you make. You have an opportunity to creatively build your resume and develop a professional portfolio by carefully choosing your internship site, field mentor, and special project. Students choose internship sites for a number of reasons:

- Experiencing the general aspects of work in an information setting
 - Example: Rotation through various departments of a public library
- Completing a special project with a unique learning experience
 - Example: Museum of Nature and Science—Digital Collection
- Understanding different types of information-providing agencies
 - Example: Denver Botanic Gardens
- Developing an area of expertise with a large project
 - Example: Summer Reading Programs

Your culminating internship can launch your career or help you develop expertise in a particular area. It can open doors to a special experience in a particular institution. It can provide an opportunity to work closely with an expert in the field. I challenge you to choose carefully and make it the best possible experience for your new career. **Your culminating internship will only be as good as you plan it.**

This *Internship Handbook* applies specifically to the culminating internship but there are also opportunities for other pre-culminating internships for credit or no credit. Elements of this Handbook should be useful for students in all types of field work and experiential learning.

Clara L. Sitter

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The Internship Experience

Early in the fall quarter each year, the University of Denver LIS program hosts a **Showcase of Opportunities**. Representatives of libraries, archives, and other information sites are invited to come to campus to meet our students and to share their opportunities for experiential learning through internships, special projects, and jobs.

Students are encouraged to do internships at any point in their studies. The University of Denver LIS program recognizes several types of internships. A four-credit culminating activity (culminating internship or capstone project) is required of all MLIS students. In addition other internship opportunities are encouraged.

REQUIRED*

- **Culminating internship (unpaid).** Second year students are required to select a four-credit culminating internship (LIS 4910 Culminating Internship) or four-credit capstone project (LIS 4901 Capstone) for a culminating activity. Students may choose to do both and count one as an elective. (See the *Capstone Handbook* for capstone details.) The culminating internship is a minimum of 100 hours working at an approved site with an approved field mentor. Most students complete the culminating internship in one quarter but the field work can be spread over two or three quarters as needed¹. Unlike most internships, the culminating internship is one where the student **identifies their own goals and objectives**. This planned learning experience with goals and objectives is initiated by the student and expanded and approved by both the internship coordinator and the field mentor. It is an opportunity for students to apply the theoretical classroom lessons to a supervised work experience in a library or information agency.

OR

- **Teacher-Librarian culminating internships (unpaid).** Students seeking K-12 Teacher-Librarian licensure do 160 hours of fieldwork with 80 hours each in elementary and secondary school libraries (LIS 4911 Elementary School Culminating Internship and LIS 4912 Secondary School Culminating Internship—2 credits each). These internships can be done in the same or different quarters.

*It is advisable for students to spend a quarter planning the culminating internship. The planning includes identifying goals and objectives, selecting a site and field mentor, facilitating approvals, and scheduling the work.

OPTIONAL

- **Unpaid internship for credit.** With advance approval from the internship coordinator LIS students can do an internship for one to four credits with a minimum of 30 hours per credit plus the tuition for each hour of credit. Generally, these internships consist of a project that the site has available that the student decides to do for the experience. The student is answerable to the site coordinator for the work but reports to the LIS Internship Coordinator for the “learning experience.” Multiple internship can be done; however, four is the total number of credits for internships accepted toward the MLIS degree.
- **Unpaid internships for no credit.** Typically done by first year students, an unpaid internship can enhance the student’s resume whether it is done for credit or no credit. With no academic credit for the work, the student answers to the site supervisor and simply adds the experience to their resume.

¹A limited number of year-long culminating internships are available in the DU University Libraries Anderson Academic Commons in various departments. All general academic internships require LIS 4702: Academic Libraries class to have been taken or taken concurrently. All archives culminating internships require both LIS 4800 Introduction to Archives & Records Management and LIS 4806 Advanced Archives to be completed before beginning the culminating internship.

- **Paid internships.** A paid internship should be added to the student's resume but generally is *not eligible* for credit. The student is answerable to the site supervisor. The LIS internship coordinator is not involved.

Internship Roles Defined

- *Field Mentor*—the specialist in the library or information site who works with the student
- *Faculty Supervisor*—classroom instructor who works directly with the student and field mentor
- *Faculty Advisor*—counselor to the student throughout program; may include internship advice
- *Internship Coordinator*—manager of the internship infrastructure including the site database, mentor approvals, permanent files, and handbook updates. The internship coordinator may also serve as the faculty supervisor.

Currently the roles of *Faculty Supervisor* and *Internship Coordinator* are filled by the same person.

Internship Sites.

Various internship sites are available to students depending on their areas of interest and specialization. Opportunities for experience include fields of medical, law, art, music, archives, public, school, and academic libraries. The student should select both the internship site and a field mentor in consultation with the faculty supervisor. The internship coordinator and/or the faculty supervisor must approve sites and field mentors.

Culminating Internship Goals. The student determines their own specific goals and objectives with support from the field mentor and approval of the faculty supervisor. The expected outcomes of the internship are to:

- Help students in the development of professional areas of interest
- Provide students with an opportunity to translate theoretical knowledge into professional practice
- Assist students in the clarification and development of professional goals
- Enable students to identify professional and interpersonal strengths and weaknesses
- Support students in the expansion of their professional networks and
- Encourage students to contribute in a positive way to the professional agencies, institutions, and organizations of the community.

Course Learning Objectives. At the conclusion of the course, students will be able to:

- Describe work in their area of interest
- Identify their professional strengths and weaknesses
- Demonstrate the ability to effectively interpret and apply theory
- Develop and clarify professional goals
- Contribute in a positive way to the operations of a library or information agency
- Meet the individual goals and objectives for the internship experience

Students²

The culminating internship is customized for each student. The student, field mentor, and faculty supervisor work together toward the achievement of the mutually agreed upon goals and objectives.

Student Eligibility. Students must complete 38-quarter hours, including the core classes, before enrolling in the culminating internship (LIS 4910). Most students enroll during the last or next to last quarter of study. All students are required to complete four credit hours of a culminating experience. This can be either a culminating internship (work with a practicing professional) or a capstone project (work with an LIS faculty member). Students in the School Library Concentration must do internships at both elementary and secondary levels (LIS 4011 Elementary School Culminating Internship and LIS 4012 Secondary School Culminating Internship) to qualify for institutional recommendation for the Teacher-Librarian endorsement.

Enrollment Guidelines. The standard class required for all LIS masters students is LIS 4910, a four-credit class. This class requires a minimum of 100 hours of field work.

Students working on the K-12 Teacher-Librarian certificate enroll in the following two-credit courses:

- LIS 4911 Elementary School Culminating Internship (children, birth through age 12) **AND**
- LIS 4912 Secondary School Culminating Internship (middle school, junior high school or high school; ages 13-18). LIS 4911 and LIS 4912 require 80 hours at each level, a standard for school library programs.

Course Requirements. Students must meet requirements for four credit hours of the culminating internship course including class meetings, a minimum of 100 hours of on-site work, and completion of all required paperwork. The work during the internship must be unpaid. A paid internship cannot substitute for the culminating internship.

Requirements. Before beginning the culminating internship, students are required to submit an application/ coversheet with goals and objectives attached. During the quarter, culminating internship students must submit a reflective learning journal (posted weekly), time sheet, site evaluation, final report and any additional work requested by the faculty supervisor.

Class Meetings. There will be a meeting of culminating internship students at the beginning and the end of each quarter and during the quarter as scheduled by the faculty supervisor. In addition, class communication via Canvas is required.

Presentation of Work. Typically the class requirement for the culminating internship will also include a public presentation of the work the student did during the internship.

Grades. The faculty supervisor determines the final grade with input from the field mentor. Students must earn at least a “B” grade.

Student Responsibilities. The following “Student Checklist” provides expectations of students enrolling and preparing to enroll in the culminating internship.

² Internships, other than the culminating internship, will likely have similar requirements for occasional meetings, Canvas postings, and a public presentation of the student’s work. Internships for no credit have no reporting requirements.

Student Timeline Checklist³

6 to 12 months before the culminating internship

- ☐ Attend the fall Showcase of Opportunities to meet representatives of libraries and information settings
- ☐ Attend the Internship Information Session—Offered at the Showcase of Opportunities
- ☐ Determine which quarter to enroll in the culminating internship. NOTE: **Enrollment is officially available only during winter, spring and summer quarters but adjustments may be made for students who need to spread the work over more than one quarter.**⁴

8-16 weeks before the culminating internship

- ☐ Identify 3-5 goals for the culminating internship; write several objectives for each goal
- ☐ Discuss ideas with your faculty advisor AND the internship coordinator
- ☐ Inform the internship coordinator of your intent to do the culminating internship

6-8 weeks before the culminating internship

- ☐ Discuss options with the faculty supervisor
- ☐ Identify a site or use an existing site from the *Internship Handbook* or propose a new site
- ☐ Meet with potential field mentors; take goals and objectives and updated resume
- ☐ Select the site soon after the pre-placement interviews
- ☐ Verify approval of the field mentor with the Internship coordinator
- ☐ Request field mentor to submit a resume to the internship coordinator (as needed)
- ☐ Register for the class(s)—LIS 4910 OR LIS 4911 & LIS 4912. (The two Teacher-Librarian culminating internships can be taken concurrently or during different quarters.)

3-4 weeks before the culminating internship

- ☐ Polish your goals and objectives and provide an overview of the field work or project
- ☐ Review proposed goals and objectives with field mentor and the faculty supervisor

1-2 weeks before the culminating internship

- ☐ Plan your work schedule
- ☐ Prepare paperwork for the first class (application, goals and objectives, Canvas discussion)

During the culminating internship

- ☐ Attend scheduled classes
- ☐ Report promptly to the site, complete all required hours, and maintain a time sheet of hours worked
- ☐ Complete a learning journal reflecting on activities and learning
- ☐ Submit journal entries to the faculty supervisor in a timely manner as requested
- ☐ Schedule the site visit at a time when both field mentor and faculty supervisor can attend
- ☐ Discuss the field mentor's evaluation of your work at the end of the quarter
- ☐ Complete a written report at the end of the experience addressing each objective
- ☐ Prepare and present the work in a public forum
- ☐ Complete and submit all paperwork required by the deadline

Students can begin thinking about potential culminating internship sites and field mentors early in their academic work. Students are encouraged to talk with the faculty supervisor at any time before and during the culminating internship. Faculty advisors often have helpful suggestions for sites and field mentors.

³ The timeline for internships other than the culminating internship may be shorter but implementing a condensed version of this planning checklist is advised.

⁴ Currently year-long internships are offered at the University of Denver University Libraries (Anderson Academic Commons).

Principles of Ethical Conduct⁵

While no set of guidelines can address every potential situation, the basic principles for all internships lie in the understanding that students and faculty not only represent themselves, but also represent the University of Denver, Morgridge College of Education and the Library and Information Science program. Each person involved in the internship experience is expected to demonstrate responsible, ethical, and professional behavior in setting goals, meeting responsibilities, and addressing problems. Principles include the following:

- *Propriety.* The internship student should maintain high standards of personal conduct in the capacity of their position as a student of the University of Denver.
- *Competence and Growth.* The internship student should strive to become proficient in professional practice and performance of professional functions and activities.
- *Service.* The internship student should regard the service obligation to the agency, institution, or organization as a primary obligation.
- *Integrity.* The internship student should act in accordance with the highest standards of professional integrity.
- *Development of Knowledge.* The internship student should take responsibility for identifying, developing, and fully utilizing knowledge for professional practice.
- *Scholarship and Research.* The internship student engaged in study and research should be guided by the conventions of scholarly inquiry.
- *Confidentiality.* The internship student should respect the privacy of information users and hold in confidence all information obtained in the course of professional service.
- *Respect, Fairness, and Courtesy.* The internship student should treat colleagues with respect, courtesy, fairness, and good faith.
- *Commitments to the Agency or Institution.* The internship student should adhere to commitments made to the agency, institution, or organization.
- *Integrity of the Profession.* The internship student should uphold and advance the values, ethics, knowledge, and mission of the profession.
- ***Professional Dress.*** The internship student should dress appropriately for the standard of the library or institution where they are working—generally more formal than attending class.

⁵ These principles apply to all types of experiential learning where the student is representing the University of Denver LIS Program.

Field Mentors

The field mentor is the on-site person in the agency or institution who, in cooperation with the faculty supervisor, directs the on-site internship experience.

Selection Criteria. To be considered for an appointment as a field mentor, a professional resume or CV must be provided. The resume should describe the person's educational background and professional work experience. It should indicate the applicant's past and current involvement in professional activities including research, presentations, continuing education, and service in professional organizations.

Field mentors must have:

- Earned an MLS, MLIS, or the equivalent
- Completed a minimum of two years in professional practice
- Experience/expertise in the student's area of interest
- Expressed interest in teaching and/or mentoring students
- Agreed to participate in the instruction, guidance, and supervision of the internship student
- Scheduled time to plan appropriate learning experiences, provide continuous feedback, evaluate work performance, and schedule conferences with internship students and faculty supervisors

Field Mentor Benefits. Serving the profession as a field mentor can be a personally rewarding experience including opportunities to:

- Sharpen professional knowledge and skills through the field mentor process
- Develop teaching skills
- Strengthen ties with the University of Denver and the Library and Information Science program
- Contribute to the institution by mentoring students who bring new ideas, stimulation and/or projects to the work setting

Field Mentor Responsibilities. The following general responsibilities are expected of field mentors:

- Interview the internship student and approve the placement
- Assist the student in establishing appropriate goals and objectives
- Meet with the internship coordinator and/or the faculty supervisor
- Coordinate and approve a work schedule for the student
- **Provide the student with instruction and continuous, specific, helpful feedback on work performance** (Most important! A rule of thumb is one hour for every ten hours of student work.)
- Report any problems with the student's performance to the faculty supervisor
- Plan and implement the education experience of the student in accordance with the mutually agreed upon goals and objectives
- Manage the internship experience within the philosophy, function, and services of the agency, institution, or organization in accordance with its policies and procedures
- Complete and sign the evaluation form and the student timesheet at the conclusion of the internship

Faculty Supervisor⁶

The faculty supervisor ensures a quality learning opportunity for the student and successful collaboration with the agency or institution. As a knowledgeable professional in the field, the faculty supervisor understands the importance of the internship and is charged with helping the student and field mentor identify appropriate experiences which enable the student to develop as a successful professional.

Faculty Supervisor Responsibilities.

- Work with students to help them plan their internships
- Review and approve each student's internship application, goals, and objectives
- Work with students after they register for the course
- Identify and collect student paperwork
- Conduct an on-site or phone visit⁷ to each internship site once during the period
- Collect and complete administrative documents
- Meet with each student as needed throughout the internship experience
- Review each student's written report and address the ways in which the objectives were met
- Evaluate agencies in terms of their appropriate effectiveness as field learning sites
- Evaluate the performance of field mentors and students

Faculty Advisors

The role of the faculty advisor in the development of the internship will vary from student to student. The faculty advisor can assist the student in making wise choices while designing the internship experience.

Faculty Advisor Contributions.

- Encourage the student to begin early planning to maximize the internship experience
- Suggest relevant sites and/or field mentors in the areas of interest
- Discuss appropriate goals and objectives to complement the student's degree plan

Internship Coordinator

The coordinator has the responsibility for seeing that the internship experience runs smoothly by maintaining communication with students, field mentors, faculty supervisors, and university administrators.

Internship Coordinator Responsibilities.

- Oversee the upkeep of an internship database of sites and field mentors
- Maintain contacts with potential field mentors
- Update the *Internship Handbook*
- Assist students in choosing appropriate sites and field mentors
- Make initial contacts with field mentors for approvals and orientations
- Serve as the program liaison to the faculty supervisor or serving as the faculty supervisor
- Manage completed internship files
- Troubleshoot difficult internship situations

⁶Currently the Faculty Supervisor and the Internship Coordinator roles are filled by the same person.

⁷Telephone conference calls may substitute for site visits when sites are out of state, out of driving range, or circumstances prevent an on-site visit.

Goals and Objectives

The culminating internship is an opportunity for students to design their own learning experience. The design is done with the advice of faculty advisors, the internship coordinator, and field mentors. The first step for the student is to identify what they want out of the experience. Ideally, students will begin thinking about their culminating internship experience long before defining the plan.

Once a general idea is conceived, then the student should write 3-5 general goals. Under each goal it is appropriate to identify several specific objectives. Consider the acronym SMART when writing objectives, i.e., **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**ime-bound.

Goals and objectives are sometimes called by different names in different settings such as targets, actions, etc. For the purposes of the Internship(s) we are using *Goal* as the general statement and *Objective* for the specific. The relationship is best understood when they are presented in outline form:

Goal #1

- Objective
- Objective
- Objective

Goal #2

- Objective
- Objective
- Objective

Goal #3

- Objective
- Objective
- Objective

It is most important to identify goals and objectives **BEFORE** you speak with a potential field mentor. The field mentor may have suggestions for ways to enhance the goals and objectives but it is critical that *the student initiate the areas of focus*. See the descriptions of internships, service learning, and special projects for a clear understanding of the perspective. It is a difference in perspective, and there is a fine line of distinction in many cases. The point is that “DU/the student” is initiating the focus of the culminating internship while in the other cases the library or information provider is initiating the project or focus of work. That is not to say that a project cannot be *part* of the culminating internship work but generally it should not be the major focus.

Only 4-5 per cent of people set goals, and yet over 90 percent of those who do set goals achieve them. Setting goals is an excellent way to raise the probability of success in implementing your projects and changes.

Goals.

Identifying the goals is the easy part. The goal statements are broad and general.

Example:

Goal #1—To practice reference skills in a public library.

Objectives.

Applying the SMART elements to your objectives is more difficult for students.

- **Specific**—Write the objective in one specific statement.
- **Measurable**—Ask yourself: “How will I know I accomplished the objective?” Is there a product, a statistic, a percentage?
- **Attainable**—Is it possible to do this within the required parameters?
- **Realistic**—Is it within reason to expect to complete the objective?
- **Time-bound**—Typically, “time-bound” implies a date or a deadline e.g., six months or by December, 2017. For internship(s) planning, think about the number of hours you expect it will take to accomplish the objectives. Think carefully about how you are “spending” your precious 100 hours of the internship(s).

Example:

Work 10 hours on the Information Desk and answer at least 20 questions with 90% accuracy.

Flexibility. Your goals and objectives are not set in stone. They are simply a planning guide. Once YOU have verbalized your wishes, talk with your faculty advisor and/or the internship coordinator for additional input. Only then should you consider possible sites and field mentors where you think you can best achieve what you want out of the culminating internship. Once you are conducting the field work it is expected that you will make some adjustments in the time estimates as well as objectives as new opportunities or interests are revealed.

Both your advisor and the internship coordinator can suggest possible sites and field mentors. It is suggested that you identify several possible sites and field mentors. Make appointments to talk with them, telling them that you are “investigating” several possible sites. Prepare as if you are interviewing for a job. In each case, both parties are trying to find the best match. It is a good idea to update your resume and take it along with your goals and objectives when you meet with potential field mentors.

Remember to follow up with people you have interviewed with to thank them and update them on your progress and plans for the culminating internship. Keep your advisor and internship coordinator updated on your plans as well.

Once you have determined the best “fit” for your internship, the next step is to complete the application form. The advisor’s signature is requested to confirm that you are ready to begin the Internship. To be “ready” for the culminating internship you need to have completed at least 38 hours including your core and concentration classes⁸. If you are missing courses, your advisor and/or faculty supervisor can determine if you are prepared to begin the culminating internship. It is not fair to you or your field mentor to place you in an experiential situation without the course work to support your work.

⁸ Internships other than the culminating internship can be done at any point in the LIS program. Typically, they are done during the first year of study.

University of Denver
Library and Information Science Program
Internship Application⁹

(To be submitted by the student to the Faculty Supervisor **before** beginning fieldwork)

Student Information

Student _____ E-mail _____

Address _____ Home Phone _____

_____ Work Phone _____

Date _____ Quarter _____ Credit Hours _____

Beginning and ending date of internship _____

Type of internship (circle all that apply):

- Culminating Internship:
 - LIS 4910 Culminating Internship (4 cr)
 - LIS 4911 Elementary Culminating Internship (2 cr)
 - LIS 4912 Secondary Culminating Internship (2 cr)
- Internship [Pre-Culminating] for _____ (# credits)

Site Information

Library or Organization _____

Address _____ Phone _____

_____ Fax _____

Field Mentor Information

Name _____ Phone _____

Address _____ E-mail _____

_____ Fax _____

Brief Description of Internship Plan (Attach Goals and Objectives)

Student _____ Date _____

All core classes completed? yes or no (circle one) Number of credit hours completed _____

⁹ This application form should be used for all internships for credit: culminating internships and any internship for credit. Paid or unpaid internship for no academic credit do not require an application.

Site Evaluation

University of Denver Library and Information Science Program

Evaluation

(To be completed by the field mentor and submitted by the student to the faculty supervisor.)

Student _____ Quarter _____

Internship Site _____ Field Mentor _____

The field mentor completes the evaluation and discusses it with the student. Both student and field mentor must sign the evaluation. The form must be returned to the faculty supervisor for review. The faculty supervisor will assign the student's grade.

Rate each competency using a scale of 1 to 5

- 5 = Always exceeds expectations
- 4 = Frequently exceeds expectations
- 3 = Generally meets expectations
- 2 = Occasionally meets expectations
- 1 = Rarely meets expectations
- NA = Not applicable

Professionalism and Competency

1. Accepts professional responsibility to learn	1	2	3	4	5	NA
2. Completes assignments in a professional manner	1	2	3	4	5	NA
3. Honors schedules, appointments, and deadlines	1	2	3	4	5	NA
4. Demonstrates professional knowledge and behavior	1	2	3	4	5	NA
5. Remains open to feedback and evaluation	1	2	3	4	5	NA
6. Organizes, plans, and completes work efficiently	1	2	3	4	5	NA
7. Recognizes personal strengths	1	2	3	4	5	NA
8. Recognizes areas for improvement	1	2	3	4	5	NA
9. Demonstrates initiative and resourcefulness	1	2	3	4	5	NA
10. Maintains ethical behavior	1	2	3	4	5	NA
11. Communicates clearly in writing and speaking	1	2	3	4	5	NA
12. Works cooperatively with other staff members	1	2	3	4	5	NA

Comments on professionalism and competency.

What were the student's particular strengths?

In what area(s) might the student improve?

General comments.

Student Signature _____ Date _____

Field Mentor Signature _____ Date _____

Faculty Supervisor Signature _____ Date _____

Appendix A—Sites and Field Mentors (Examples)

Academic, Archives, Public, School Special and Non-Traditional
Contacts in Bold have been Field Mentors

INTERNSHIP SITES¹⁰—EXAMPLES

Contacts in bold have been field mentors

Academic Library Sites

Arapahoe Community College, 5900 S. Santa Fe Dr., Littleton, CO 80120-1801
P.O. Box 9002, Littleton, CO 80160 <https://www.arapahoe.edu/> 303-797-5090
Contact—**Lisa Grabowski** (Library Director) lisa.grabowski@arapahoe.edu

Auraria Library. See **University of Colorado at Denver. Auraria Library.**

California State University San Marcos, 333 S. Twin Oaks Valley Road, San Marcos, CA 92096
<https://biblio.csusm.edu/> 760-750-4340
Contact—**Ann Fiegen** afiegen@csusm.edu 760-750-4365

Cardinal Stafford Library, 1300 S. Steele Street, Denver, CO 80210
<http://sjvdenver.edu/about-the-seminary/library> 303-715-3192
Contact—Stephen Sweeney stephen.sweeney@archden.org 303-715-3146

College Hill Library. See **Front Range Community College.**

Colorado Christian University, 8787 W. Alameda Ave, Lakewood, CO 80226
<http://libguides.ccu.edu/home>
Contact—**Karen Neville** (Technical Services) kneville@ccu.edu 303-963-3253

Colorado College, 1021 Cascade Ave., Colorado Springs, CO 80903
<https://www.coloradocollege.edu/library/>
Contact—Rebecca Harner rharners@coloradocollege.edu 719-389-6672

Colorado School of Mines, Arthur Lakes Library, 1400 Illinois St, Golden, CO 80401
<http://library.mines.edu/> 303-273-3911
Contact—Lisa Dunn ldunn@mines.edu 303-273-3687

Colorado State University Libraries, 1201 Center Avenue Mall, 1019 Campus Delivery, Fort Collins, CO 80523-1019
<http://lib.colostate.edu/> 970-491-1838
Contact—Neyda Gilman (Agriculture, Biochemistry, & Biology) neyda.gilman@colostate.edu 970-491-7436
Contact—Allison Level (Collection Development) allison.level@colostate.edu 970-491-3918
Contact—Merinda Mclure (Health, Human and Social Sciences) merinda.mclure@colostate.edu 970-491-7175
Contact—Linda Meyer (Archives) linda.meyer@colostate.edu 970-491-4692

¹⁰Students are not limited to these sites. These are only examples of some of the sites selected by students.

Community College of Aurora, 16000 E. CentreTech Parkway, S202D, Aurora, CO 80011
www.ccaurora.edu/library 303-360-4740

Fort Lewis College, 1000 Rim Drive, Durango, CO 81301
https://library.fortlewis.edu/ 970-247-7270

Front Range Community College, 3705 W. 112th Ave., Westminster, CO 80031
www.westminsterlibrary.org 303-404-5555
Contact—Cynthia Rain Keller cynthia.keller@frontrange.edu 303-404-5132

Iliff School of Theology, 2201 S. University Blvd., Denver, CO 80210
www.iliff.edu 303-744-1287
Contact—Alice Runis (Metadata & Cataloging) arunis@iliff.edu 303-765-3174

Johnson and Wales University, 7150 Montview Blvd, Denver, CO 80220
http://den.library.jwu.edu/JWULibrary 303-256-9345
Contact—Merrie Valliant mvalliant@jwu.edu 303-256-9445

Jones eGlobal Library (EGL), 9697 East Mineral Avenue, Centennial, CO 80112
http://www.jones.com/companies/jones-e-global-library
Contact—Scott Wiebensohn (Manager of Library Services) 303-784-8469

Lamont School of Music Library (University of Denver), 2344 E. Iliff Ave., Denver, CO 80208
http://library.du.edu/affiliated-libraries/music/ 303-871-6421
Contact—Ellwood Colahan ecolahan@du.edu 303-871-6427

Northern Kentucky University, School of Law, Nunn Drive, Highland Heights, KY 41099
http://chaselaw.nku.edu/library.html 859-572-6030
Contact—Michael Whiteman whiteman@nku.edu 859-572-5717

Peking University School of Transnational Law, Legal Research Center, University Town, Lishui Road, Nanshan District, Shenzhen, China 518055 134-1081-9374

Pikes Peak Community College, 5675 S. Academy Blvd., Colorado Springs, CO 80906
ppcc.edu/academics/library/ 719-502-2400
Contact—Carole Olds (Director) carole.olds.@ppcc.edu 719-502-3249

Red Rocks Community College, 13300 W. Sixth Ave, Lakewood, CO 80228
www.rrcc.edu/library
Contact—Nina McHale (Director) nina.mchale@rrcc.edu 303-914-6745

Regis University, 3333 Regis Boulevard, Denver, CO 80221
www.regis.edu/library 303-458-4030
Contact—Janet Lee (Director) jlee@regis.edu 303-458-3556

Rocky Mountain College of Art and Design Library, 1600 Pierce St., Lakewood, CO
www.rmcad.edu 303-225-8584
Contact—Hugh Thurlow hthurlow@rmcad.edu

Rocky Vista University, College of Osteopathic Medicine, 8401 Chambers Rd, Parker, CO 80134
<http://library.rvu.edu/> 303-373-2008 x2879
 Contact—**Brian Schwartz** (Director) bschwartz@rvu.edu 720-875-2879

United States Air Force Academy, McDermott Library, HQUSAFA/DFLIB 2354 Fairchild Drive,
 Suite 3A10, USAF Academy, CO 80840-6214
<http://www.usafa.edu/df/dflib/> 719-333-4749
 Contact—**Dr. Edward Scott** edward.scott@usafa.edu
 Contact—**Mary Elizabeth Ruwell** (Archives) mary.ruwell@usafa.edu 719-333-6919
 Contact—**Lizbeth Jones** (Cataloging) lizbeth.jones@usafa.edu 719-333-4783

University of California Berkeley, School of Law, Berkeley, CA 94720-7200
<https://www.law.berkeley.edu/law-library/> 510-642-0261
 Contact—**Dean Rowan** drowan@law.berkeley.edu 510-642-0261

University of Colorado at Boulder, University Libraries, Norlin Library, 184 UCB, 1720 Pleasant St.,
 Boulder, CO 80309-0184

<http://ucblibraries.colorado.edu> 303-492-8705
 Contact—**Megan Welsh** megan.welsh@colorado.edu 303-492-5136

Archives

Contact—**David M. Hays** david.hays@colorado.edu 303-492-7242
 Contact—**Walker Sampson** walker.sampson@colorado.edu 303-492-9161

American Music Research Center

Contact—**Eric Harbeson** eric.harbeson@colorado.edu 303-735-1367

Business Library

Contact—**Natalia Tingle** natalia.tingle@colorado.edu 303-492-8367

Circulation

Contact—**Brice Austin** brice.austin@colorado.edu 303-492-3034

Collection Development

Contact—**Gabrielle Wiersma** gabrielle.wiersma@colorado.edu 303-492-3975

Earth Sciences and Map Library (Jerry Crail Johnson Library) 303-492-4316

East Asian Library 303-492-6133

Gemmill Library of Engineering, Mathematics & Physics 303-492-8822

Contact—**Rebecca Kuglitsch** rebecca.kuglitsch@colorado.edu 303-492-5396

Law School Library (Wise Law Library)

Wolf Law Building 402 UCB, Boulder, CO 80309

Contact—**Robert Linz** robert.linz@colorado.edu 303-492-2504

Music Library (Howard B. Waltz Library) 303-492-8093

Contact—**Stephanie Bonjack** stephanie.bonjack@colorado.edu 303-492-9895

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Social Sciences

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Special Collections

Contact—**Deborah Hollis** deborah.hollis@colorado.edu 303-492-3910

Contact—**Susan Guinn-Chipman** susan.guinn-chipman@colorado.edu 303-492-5739

Visual Resource Center 303-492-1683

318 UCB, Boulder CO

Contact—**Elaine Paul** elaine.paul@colorado.edu 303-492-6136

World Languages

(Chinese, French, German, Italian, Japanese, Korean, Latin America, Spanish, Portuguese)

Contact—**Alison Hicks** alison.hicks@colorado.edu 303-735-1709

University of Colorado, Colorado Springs, Kraemer Family Library, 1420 Austin Bluffs Parkway, Colorado Springs, CO 80918
<http://www.uccs.edu/library/> 719-255-3295
 Contact—Martin Garnar (Dean) mgarnar@uccs.edu 719-255-3115

University of Colorado at Denver and Health Sciences Center, Anschutz Medical Campus, Health Sciences Library, Mail Stop A003, 12950 E. Montview Blvd., Aurora, CO 80045
<http://hslibrary.ucdenver.edu/> 303-724-2152
 Contact—Melissa De Santis (Director) melissa.desantis@ucdenver.edu 303-724-1748
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 Contact—Tina Moser (Access Services) tina.moser@ucdenver.edu 303-724-2145
 Contact—Emily Epstein (Collection Management) emily.epstein@ucdenver.edu 303-724-2119

University of Colorado at Denver, Auraria Library, 1100 Lawrence Street, Denver, CO 80204
<http://library.auraria.edu/> 303-556-2740
 Contact—**Cynthia Hashert** (Interim Director) cynthia.hashert@ucdenver.edu 303-556-5256
 Contact—**Ignacio Ferrer-Vinent** ignacio.ferrer-vinent@ucdenver.edu 303-556-4919
 Contact—**Ellen Metter** (Collection Management) ellen.metter@ucdenver.edu 303-556-4516
 Contact—**Karen Sobel** karen.sobel@ucdenver.edu 303-352-3640

University of Denver Libraries, Anderson Academic Commons, 2150 E. Evans Avenue, Denver, CO 80208
<http://library.du.edu/> 303-871-3707

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Special Collections, Center for Judaic Studies

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University of Denver Libraries, Lamont School of Music; Music & Performing Arts Library, Newman Performing Arts Center, 2344 E. Iliff Ave. Denver CO 80208

<http://library.du.edu/affiliated-libraries/music/> 303-871-6421

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University of Denver, Westminster Law Library, 2255 E. Evans, Denver, CO 80208

www.law.du.edu/library 303-871-6206

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Contact—Mark Popielarski mark.popielarski@du.edu 303-871-6683

University of Iowa, College of Law, 200 Boyd Law Building, Iowa City, IA 52242-1166
<http://library.law.uiowa.edu/> 319-335-9005
Contact—**Ted Potter** ted-potter@uiowa.edu 319-335-9017

University of Northern Colorado (UNC), Campus Box 48, Greeley, CO 80639
<http://www.unco.edu/library/> 970-351-2671
Contact—**Lyda Ellis** lyda.ellis@unco.edu 970-351-1524
Music Library (Howard M. Skinner Music Library)
Contact—**Stephen Luttmann** stephen.luttman@unco.edu 970-351-2281

Vehr Theological Library, **See Cardinal Stafford Library**

Archives Sites

Alliance Digital Repository (ADR), Colorado Alliance of Research Libraries (CARL), 3801 E. Florida Ave., Suite 515, Denver, CO 80210

www.coalliance.org 303-759-3399
Contact—**Rose Nelson** rose@coalliance.org 303-759-3399 ext. 103

American Alpine Club & the Colorado Mountain Club Archives, Henry S. Hall Jr. Library, 710 Tenth Street, Suite 15, Golden, CO 80401

http://americanalpineclub.org/p/library library@americanalpineclub.org 303-384-0112
Contact—Katie Sauter ksauter@americanalpineclub.org

Bessemer Historical Society, 215 Canal St., Pueblo, CO 81004

http://steelworkscenter.com/ 719-564-9086
Contact—Tim Hawkins tim.hawkins@steelworks.us 719-564-9086

Blair-Caldwell African American Research Library, 2401 Welton St., Denver, CO 80205

https://history.denverlibrary.org/blair 720-865-2401
Contact—**Charleszine “Terry” Nelson** tnelson@denverlibrary.org 720-865-2404

British Library, 96 Euston Road, London NW12DB, United Kingdom

Contact—Rachel Foss Rachel.Foss@bl.uk 44 (0)330-333-1144

Cable Center, Barco Library, 2000 Buchtel Boulevard, Denver, CO 80210

http://cablecenter.org/the-barco-library-main-page.html
Contact—Brian Kenny bkenny@cablecenter.org 720-502-7531

Colorado Historical Society. **See History Colorado.**

Colorado State Archives, 1313 Sherman Street, Room 120, Denver, CO 80203

www.colorado.gov/archives
Contact—Aly Jabrocki (Audio Archivist) aly.jabrocki@state.co.us 303-866-5687

Denver Museum of Nature and Science, 2001 Colorado Boulevard, Denver, CO 80205-5798

www.dmns.org 303-370-6000.
Contact—Brent Wagner, Librarian and Chair brent.wagner@dmns.org 303-370-6362
Contact—**René O’Connell**, Image Archivist rene.oconnell@dmns.org 303-370-8250
Contact—Sam Schiller, Archivist samuel.schiller@dmns.org 303-370-6089

Denver Public Library System, 10 W. Fourteenth Ave. Parkway, Denver, CO 80204

www.denverlibrary.org 720-865-1111

Western History Collection (Archives)

Contact—**Jamie Seemiller** jseemill@denverlibrary.org 720-865-1817

Western History Collection (Genealogy)

Contact—**Abby Hoverstock** (Senior Archivist) ahoverst@denverlibrary.org
Contact—Claudia Jensen (Senior Catalog Librarian) cjensen@denverlibrary.org
Contact—**James Rogers** (Senior Reference Librarian) jrogers@denverlibrary.org

Douglas County History Research Center at Philip S. Miller Branch, 100 S. Wilcox, Castle Rock, CO 80104
<http://douglascountyhistory.org> 303-688-7730

Contact—**Cecily North** cnorth@dclibraries.org 303-688-7730

Grateful Dead Archive, UC Santa Cruz, 1156 High St., Santa Cruz, CA 95064
<http://gdao.org/> 831-502-7526

Contact—**Nicholas Meriwether** nicholas@ucsc.edu 831-502-7526

History Colorado, 1200 Broadway, Denver, CO 80203

<http://www.historycolorado.org/researchers/researchers> 303-866-2305

Contact—**Laura Ruttum Senturia** (Library) laura.ruttumsenturia@state.co.us 303-866-4600

Contact—**Keith Schrum** (Archives) 303-866-2305

Johns Manville (Corporate archives), 717 17th Street, Denver, CO 80202

<http://www.jm.com/en/> 303-978-2026

Contact—**Reese Evenson** reese.evenson@jm.com

Naropa University Archives (Allen Ginsberg Library), 2130 Arapahoe Avenue, Boulder, CO 80302

www.naropa.edu/allen-ginsberg-library/archive-and-records/index.php 800-772-6951

Contact—Ann Hunter (Processing Archivist) ahunter@naropa.edu 303 546-3547

National Archives & Records Administration, Rocky Mt. Region, 17101 Huron Street, Broomfield, CO 80023

<http://www.archives.gov/denver> 303-604-4740

Archives Division (Archival Research)

Contact— denver.archives@nara.gov 303-604-4740

Records Management Division 303-604-4760

Contact—**Mark Ferguson** (Director) mark.ferguson@nara.gov 303-604-4721

National Center for Atmospheric Research (NCAR), 1850 Table Mesa Drive, Boulder, CO 80305

<http://www.library.ucar.edu/> 303-497-1000

Contact—**Kathleen Legg** klegg@ucar.edu 303-497-8508

Society of California Pioneers, 300 Fourth St., San Francisco, CA 94107-1272

<http://www.californiapioneers.org/> 415-957-1849

Contact—Patricia L. Keats pkeats@californiapioneers.org 415-957-1849 ext. 43

Telecommunications History Group, 1425 Champa St., Denver, CO 80202

www.telcomhistory.org telcomhist@aol.com 303-296-1221

Contact—**Jody Georgeson**

Contact—Lisa Berquist

United States Air Force Academy, McDermott Library, HQUSAF/DFLIB 2354 Fairchild Drive, Suite 3A10, USAF Academy, CO 80840-6214

<http://www.usafa.edu/df/dflib/> 719-333-4749

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University of Colorado Boulder, University Libraries 184 UCB, Boulder, CO 80309-0184

<http://ucblibraries.colorado.edu/> 303-492-9161

Contact—**Walker Sampson** walker.sampson@colorado.edu 303-492-9161

University of Denver, Anderson Academic Commons (Formerly Penrose Library), 2150 E. Evans Avenue,
Denver, CO 80208

www.library.du.edu

303-871-3707

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Special Collections, Center for Judaic Studies

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303-871-3012

University of New Mexico, Center for Southwest Research, MSC 05 3020/1 UNM, Albuquerque,
NM 87131-0001

<http://elibrary.unm.edu/cswr/>

505-277-6451

Contact—**Mike Kelly**

mtk@unm.edu

505-277-6451

Contact—**Kathleen Ferris**

kferris@unm.edu

505-277-7172

University of Northern Colorado, James Michener Library, Campus Box 48, Greeley, CO 80639

<http://library.unco.edu/>

970-351-2671

Contact—**Jay Trask**

jay.trask@unco.edu

970-351-2322

University of Wyoming, American Heritage Center, Dept. 3924 1000 E. University Ave., Laramie, WY 82071

<http://www.uwyo.edu/ahc/>

307-766-4114

[You-Tube video introduction: <http://www.youtube.com/watch?v=DQht5m5iXeM>]

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mgreene@uwyo.edu

307-766-2474

Contact—**Jamie J. Greene**

jgreene@uwyo.edu

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whopkins@uwyo.edu

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Contact—**Amanda M. Stow**

astow@uwyo.edu

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Contact—**John Waggener**

waggener@uwyo.edu

307-766-2563

Public Library Sites

Anythink; A Revolution of Rangeview Libraries, Anythink Libraries Support Services, 5877 E. 120th Ave., Thornton, CO 80602

<https://www.anythinklibraries.org/> 303-405-3201

Anythink Wright Farms

Contact—Lynda Freas lfreas@anythinklibraries.org 303-988-1488

Contact—**Pam Sandlian Smith** psmith@anythinklibraries.org 303-405-2299

Arapahoe Library District, 12855 E. Adam Aircraft Circle, Englewood, CO 80112

<http://arapahoelibraries.org/> 303-542-7279

Contact—Maureen Klink mklink@ald.lib.co.us 303-792-8999 ext. 19004

Castlewood Library, 6939 S. Unita St., Centennial, CO 80112

Contact—Daisy Grice (Library Manager) 303-542-7279

Davies Library, 303 Third Ave., Deer Trail, CO 80105

Contact—Cynthia Kiyotake (Library Manager) 303-769-4310

Eloise May Library, 1471 Parker Rd., Denver, CO 80231

Contact—Holly Whelan (Library Manager) 303-542-7279

Kelver Library, 404 E. Front Street, Byers, CO 80103

Contact—Cynthia Kiyotake (Library Manager) 303-822-9392

Koelbel Library, 5955 S. Holly St., Centennial, CO 80121

Contact—Daisy Grice (Library Manager) 303-542-7279

Mobile Library Services

Contact—Richard Lyda rlyda@ald.lib.co.us 303-220-8934

Sheridan Library, 3201 W. Oxford Ave, Sheridan, CO 80236

Contact—Cynthia Kiyotake (Library Manager) 303-542-7279

Smoky Hill Library, 5430 Biscay Circle, Centennial, CO 80015

Contact—Holly Whelan (Library Manager) 303-542-7279

Contact—Joan Schopf jschopf@ald.lib.co.us 303-792-8999 x 11719

Southglenn Branch, 6972 S. Vine Street, Centennial, CO 80122

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Support Services, Administration

Contact—Nicolle Davies (Executive Director) 303-542-7279

Technical Services

Contact—**Cindy Phillips** cphillips@ald.lib.co.us 303-792-8964

Contact—**David Britt** dbritt@ald.lib.co.us 303-792-8983

Aurora Public Library, Central Library, Business Resource Center, 14949 E. Alameda Parkway, Aurora, CO 80012

<https://www.auroragov.org/ThingsToDo/AuroraPublicLibrary/index.htm> 303-739-6600

Contact—Ryan Ewers rewers@auroragov.org 303-739-6635

Aurora Public Library Branches

Contact—**Elizabeth (Betsy) Baxendale** bbaxenda@auroragov.org 303-739-1943

Contact—**Megan Ellis** mellis@auroragov.org 303-739-7473

Martin Luther King, Jr. Library 303-739-1940

9898 E Colfax Avenue, Aurora, Co 80010

Contact—**Betsy Baxendale** bbaxenda@auroragov.org 303-739-1943

Mission Viejo Library 303-326-8600

15324 E Hampden Circle, Aurora, CO 80013

Contact—Erin Todd etodd@auroragov.org 303-627-3053

Tallyns Reach Library		303-627-3050
23911 E. Arapahoe Road, Aurora, CO 80016		
Contact—Erin Todd	etodd@auroragov.org	303-627-3053
Systems/Cataloging		
Contact—Tina Jayroe	tjayroe@auroragov.org	303-739-6622
Bemis Public Library , 6014 S. Datura Street, Littleton, CO 80120		
http://www.littletongov.org/index.aspx?page=128		303-795-3961
Contact— Phyllis Larison (Public Services)	libpl@littletongov.org	303-795-3961
Contact— Robin Trehaeven (Technical Services)	librt@littletongov.org	303-795-3961
Boulder Public Library , 1001 Arapahoe Ave., Boulder, CO 80302		
https://boulderlibrary.org/		303-441-3100
Contact—David Farnan (Director)		
Contact—Terri Lewis	lewiste@bouldercolorado.gov	303-441-1917
Contact—Erica Segraves	segravesse@boulderlibrary.org	303-304-7010
College Hill Library, Westminster Public Library , 3705 W. 112 th Ave., Westminster, CO 80031		
http://www.ci.westminster.co.us/Libraries		303-658-2603
Contact—Justin Cutler (Interim Library Manager)	jcutler@cityofwestminster.us	303-658-2640
Contact—Also See Academic Libraries: Front Range Community College		
Delta County Public Library District , 211 West 6 th Street, Delta, CO 81416		
http://www.deltalibraries.org/	970-874-9630	
Contact—Lea Hart	lhart@deltalibraries.org	970-399-7878
Denver Public Library System , 10 W. Fourteenth Ave. Pkwy., Denver, CO 80204		
www.denverlibrary.org		720-865-1111
Central		
Book & Borrowing		
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Contact— Bobby Erskine	erskine@denverlibrary.org	720-865-3477
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Barnum Branch	3570 W. First Ave, Denver, CO 80219	720-865-0145
Bear Valley	5171 W. Dartmouth Ave, Denver CO 80236	720-865-0975
Cherry Creek	305 Milwaukee St., Denver, Co 80206	720-865-0120
Eugene Field Branch	810 S. University, Denver, CO 80209	720-865-0240
Hadley Branch	1890 S. Grove St. Denver, CO 80219	720-865-0170
Hampden Branch	9755 E. Girard Ave., Denver, CO	720-865-0185
Park Hill Branch	4705 Montview Blvd, Denver, CO 80207	720-865-0250
Contact— Tara Bannon Williamson	tbannon@denverlibrary.org	
University Hills	4310 E. Amherst Ave., Denver, CO 80222	720-865-0955
Contact— Jennifer Miera	jmiera@denverlibrary.org	720-865-0955
Schlessman Family Branch	100 Poplar Street, Denver, CO 80220	720-865-0000
Valdez-Perry Branch	4690 Vine St., Denver, CO 80216	720-865-0300
Woodbury Branch	3265 Federal Blvd., Denver, CO 80211	720-865-0930
Contact— Lisa Murillo	lmurillo@denverlibrary.org	303-455-3930
Contact— Pilar Castro-Reino	pcastro@denverlibrary.org	

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www.douglascountylibraries.org 303-791-7323

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Contact—**Art Glover** (Director of Human Resources) aglover@dclibraries.org

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Contact—**Aspen Walker** (Manager)

Highlands Ranch Branch 9292 Ridgeline Blvd., Highlands Ranch, CO 80129

Contact—**Tammy Clausen** (Manager)

Lone Tree Library 8827 Lone Tree Pkwy, Lone Tree, CO 80124

Contact—**Susan Byrne** (Manager)

Parker Branch 10851 S. Crossroads Dr., Parker, CO 80134

Contact—**Sharon Nemecheck** snemecheck@dclibraries.org

Philip S. Miller Library, 100 S. Wilcox, Castle Rock, CO 80104

Contact—**Sheila Kerber** skerber@dclibraries.org

Contact—**Jane Smith**

Roxborough Library, 8357 N. Rampart Range Rd, Ste. 200, Littleton, CO 80125

Contact—**Aspen Walker** (Manager)

Eagle Valley Library District, 600 Broadway, Eagle, CO 81631

www.evld.org 970-328-8800

Avon Branch, 200 Benchmark Rd., Avon CO 81620

970-949-6797

Eagle Branch, 600 Broadway, Eagle, CO 81631

970-328-8800

Gypsum Branch, 47 Lundgren Blvd., Gypsum, CO 81637

970-524-5080

Englewood Public Library, 1000 Englewood Parkway, Englewood, CO 80110

www.engagewoodpubliclibrary.org

303-762-2560

High Plains Library District, 1939 61st Ave., Greeley, CO 80634

www.mylibrary.us

970-506-8562

Contact—**Eric Ewing** (Human Resources Manager) ewing@weld.lib.co.us

Jefferson County Public Library System, 10200 W. 20th Ave., Lakewood, CO 80215
<http://www.jeffcolibrary.org/> 303-235-5275

NOTE All JCPL Internships must begin with a conversation with Donna Walker, coordinator.

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 Contact—Peg Hooper peg.hooper@jeffcolibrary.org

Services to Children and Families
 Contact—Barbara Yeutter Roig barbara.yeutterroig@jeffcolibrary.org 303-403-5340

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 Contact—Deb Dauenheimer deborah.dauenheimer@jeffcolibrary.org

Teen Services
 Contact—Arra Katona arra.katona@jeffcolibrary.org

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Patron Experience
 Contact—Kristin Farr kristin.farr@jeffcolibrary.org

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 Contact—Rhoda Yaeger rhoda.yaeger@jeffcolibrary.org

Columbine Library 7706 W. Bowles Ave., Littleton, CO 80123 303-235-5275
 Contact—Polly Tagg polly.tagg@jeffcolibrary.org 303-403-5346

Evergreen Branch 5000 Highway 73, Evergreen, CO 80439 303-235-5275
 Contact—Leslie Hauschildt leslie.hauschildt@jeffcolibrary.org

Golden Branch 1019 10th St., Golden, CO 80401 303-235-5275
 Contact—Whitney Peck whitney.peck@jeffcolibrary.org

Standley Lake Branch 8485 Kipling St., Arvada, CO 80005 303-235-5275
 Contact—Rene Yaws rene.yaws@jeffcolibrary.org

Lafayette Public Library, 775 West Baseline Road, Lafayette, CO 80026
<http://www.cityoflafayette.com/library> 303-665-5200
 Contact—Patty Frobisher pattyf@cityoflafayette.com 303-661-1166

Longmont Public Library, 409 4th Ave., Longmont, CO 80501
<http://longmontcolorado.gov/library/> 303-651-8470
 Contact—Elektra Greer elektra.greer@ci.longmont.co.us 303-651-8781

Louisville Public Library, 951 Spruce St., Louisville, CO 80027
<http://www.louisvilleco.gov/government/departments/louisville-library/> 303-335-4849
 Contact— Kristen Bodine (Children's Librarian) kristenb@louisvilleco.gov 303-335-4810

Loveland Public Library, 300 N. Adams, Loveland, CO 80513
<http://www.lovelandpubliclibrary.org> 970-962-2665
 Contact—Amy Phillips amy.phillips@cityofloveland.org 970-962-2589

Mamie Doud Eisenhower Public Library, 3 Community Park Rd., Broomfield, CO 80020
www.ci.broomfield.co.us/library 720-887-2300
 Contact—Lesley Clayton lclayton@broomfield.org 720-887-2318

Mesa County Public Library District, 443 N. 6th St., Grand Junction, CO 81501
 P.O. Box 20000, Grand Junction, CO 81502-5019
<http://mesacountylibraries.org/> 970-243-4442

Pikes Peak Library District, P.O. Box 1579, Colorado Springs, CO 80901
<http://www.ppld.org/> 719-531-6333
Cheyenne Mountain Branch 1785 S. 8th St., Suite 100, Colorado Springs CO 80905 719-633-6278
East Library 5550 N. Union Blvd, Colorado Springs, CO 80918 719-531-6333
 Contact—Joanna Rendon 719-531-6333 ext. 1317
Penrose Library 20 N. Cascade Ave. Colorado Springs, CO 80903 719-531-6333
Ute Pass Branch 8010 Severy, Cascade, CO 80809 719-684-9342
 For Cheyenne Mountain and Ute Pass Branch
 Contact—Lynne Proctor 719-531-6333 ext.2922
Sand Creek Branch 1821 S. Academy Blvd., Colorado Springs CO 80916 719-597-7070

Pines & Plains Libraries 651 W. Beverly St., Elizabeth, CO 80107
<http://pplibraries.org/> 303-646-3792

Westminster Public Library, 3705 W. 112th Avenue, Westminster, CO 80031
<http://www.ci.westminster.co.us/Libraries.aspx> 303-404-5555

School Library Sites—Examples & “Highly Effective School Library Program”¹¹

Academy School District #20, 1110 Chapel Hills Dr., Colorado Springs, CO 80920

<http://www.asd20.org/>

District Coordinator Contact—Nancy White nancy.white@asd20.org 719-234-1200

Challenger Middle School, 10215 Lexington Dr., Colorado Springs, CO 80920

Contact—**Barb Linnenbrink** barbara.linnenbrink@asd20.org
719-234-3000

School in the Woods, 12002 Vollmer Rd., Colorado Springs, CO 80908 719-495-1865

Liberty High School, 8720 Scarborough Dr., Colorado Springs, CO 80920 719-234-2200

Contact—**Sue Graham** sue.graham@asd20.org 719-234-2246

Adams 12 Five Star Schools, 1500 E. 128th Ave., Thornton, CO 80341-2602

<http://www.adams12.org/>

Cotton Creek Elementary School, 11100 Vrain St., Westminster, CO 80032-2042

<http://cotton.adams12.org/> 720-972-5340

Contact—Karen Larsen karen.larsen@adams12.org 720-972-5359

Hulstrom Options K-8, 11551 Wyco Dr., Northglenn, CO 80233

<http://hulstrom.adams12.org/> 720-972-5400

Contact—**Laura Israelsen** laura.o.israelsen@adams12.org 720-972-5412

Hunters Glen Elementary, 13222 Corona St., Thornton, CO 80241

<http://hunters.adams12.org/> 720-972-5440

Contact—**Gaylynn Jameson** jameson.gaylynn@adams12.org 720-972-5440

Westview Elementary 1300 Roseanna Dr., Northglenn, CO 80234

Contact—**Nadine Abrahams** nadine.abrahams@adams12.org 720-972-5689

Boulder Valley School District, 6500 Arapahoe, Boulder, CO 80303

<http://www.bvds.k12.co.us/> 303-447-1010

Aspen Creek K-8, 5500 Aspen Creek Drive, Broomfield, CO 80020

<http://ac8.bvds.org/>

Contact—**Andrea Kibe** andrea.kibe@bvds.org 720-561-8054

Monarch High School, 329 Campus Drive, Louisville, CO 80027

<http://moh.bvds.org/> 720-561-4200

Contact—**Beatrice Gerrish** beatrice.gerrish@bvds.org 720-561-4271

Cherry Creek School District, 4700 Yosemite St., Greenwood Village, CO 80111

<http://www.cherrycreekschools.org/> 303-773-1184

Antelope Ridge Elementary School, 5455 S. Tempe St., Aurora, CO 80015

Contact—Mary Lou Palley mpalley@cherrycreekschools.org 720-886-3300

Campus Middle School, 4785 S. Dayton St., Englewood, CO 80111 720-554-2677

Contact—Derek Phelan dphelan@cherrycreekschools.org 720-554-2727

Cherokee Trail High School, 25901 E. Arapahoe Road, Aurora, CO 80016

Contact—**Paul Whipple** pwhipple@cherrycreekschools.org 720-886-1985

Cherry Creek High School, 9300 Union Ave., Greenwood Village, CO 80111 720-554-2285

Contact—Library Media Center 720-554-2398

Cherry Hills Village Elementary School, 2400 E. Quincy Ave., Englewood, CO 80110

Contact—Gretta Jansen 720-747-2722

¹¹See 2014-15 list from the Colorado Department of Education Website; included at the end of this list.
<http://www.cde.state.co.us/cdelib/HighlyEffective/>

Cottonwood Creek Elementary School, 11200 E. Orchard Av., Englewood, CO 80111
Dry Creek Elementary School, 7686 E. Hinsdale Ave., Centennial, CO 80112 720-554-3300
Contact—Media Center 720-554-3300
Falcon Creek Middle School, 6100 S. Genoa St., Aurora, CO 80016 720-886-7700
Contact—**Lisa Erhle** lisa.erhle@cherrycreekschools.org
Fox Hollow Elementary School, 6363 W. Waco St., Aurora, CO 80016 720-886-8700
Contact—**Melissa Smith** msmith105@cherrycreekschools.org
Prairie Middle School, 12600 E. Jewell Ave., Aurora, CO 80012 720-747-3000
Contact—Marlies Lepore 720-747-3000

Colorado Academy, 3800 S. Pierce, Denver, CO 80235
www.coloradoacademy.org/ 303-986-1501
Contact—**Jennifer Reading** 303-986-1501 ext. 2627

Denver Academy 4400 E. Iliff Ave., Denver, CO 80222
http://denveracademy.org/ 303-777-5870
Contact—**Jolene Gutierrez** jgutierrez@denveracademy.org 303-777-5870

Denver Public Schools, 1860 Lincoln St., Denver, CO 80203
www.dpsk12.org/ 720-423-3200
Abraham Lincoln High School, 2285 S. Federal Blvd., Denver, CO 80219
http://lincolnlancers.org/ 720-423-5000
Contact—Marie Ogle 720-423-5024
Denver School of the Arts, 7111 Montview Blvd., Denver, CO 80220
http://dsa.dpsk12.org/ 720-424-1700
McMeen Elementary School, 1000 S. Holly St., Denver, CO 80246
http://mcmeen.dpsk12.org/ 720-424-5520
Contact—Mackie Fritzmeier mary_fritzmeier@dpsk12.org
Merrill Middle School, 1551 S. Monroe St., Denver, CO 80210
http://merrill.dpsk12.org/ 720-424-0600
Contact—Brenda Earnest brenda_earnest@dpsk12.org 720-424-0610
South High School, 1700 E. Louisiana Ave., Denver, CO 80210
http://denversouth.org/wp/ 720-423-6000
Contact—**Cheri Hilton** cheri.hilton@dpsk12.org 720-423-6045

District 11 Colorado Springs Schools, 1115 N. El Paso St., Colorado Springs CO 80903
http://www.d11.org 719-520-2000
Contact—Gwen Giddens (Learning Resources Services) gwendolyn.giddens@d11.org 719-520-2254

Douglas County School District, 620 Wilcox St., Castle Rock, CO 80104
www.dcsdk12.org/ 303-387-0100
Chaparral High School, 15655 Brookstone Dr., Parker, CO 80138
http://dcsdk12.org/school/chaparral-high-school/ 303-387-3500
Contact—Library library@chaparralhs.org 303-387-3623
Mountain Ridge Middle School, 10590 Mountain Vista Ridge, Highlands Ranch, CO 80126
https://www.sites.google.com/a/dcsdk12.org/mrms/ 303-387-1800
Contact—**Pete Vincelette** peter.vincelette@dcsdk12.org 303-387-1031

Jefferson County Public Schools, 1829 Denver West Dr., Golden, CO 80401
http://jeffcopublicschools.org/ 303-982-6500

Bear Creek K-8 Schools, 9601 W. Dartmouth Pl., Lakewood, CO 80227
<https://sites.google.com/a/jeffcoschools.us/bearcreek-k8/> 303-982-8714
D'Evelyn Junior/Senior High School, 10359 W. Nassau Ave. Denver, CO 80235
<https://sites.google.com/a/jeffcoschools.us/develyn-hs/> 303-982-2600
Edgewater Elementary, 5570 W 24th Ave, Edgewater, CO 80214
<https://sites.google.com/a/jeffcoschools.us/edgewater-es/> 303-982-6050
 Contact—Michelle Hollandsworth mholand@jeffco.k12.co.us 303-982-6050

Littleton Public Schools, Arapahoe High School, 2201 E. Dry Creek Rd., Centennial, CO 80122
<http://arapahoe.littletonpublicschools.net/> 303-347-6000

Regis Jesuit High Schools, Aurora, CO 80016
<https://www.regisjesuit.com/>
Boys Division, 6400 S. Lewiston Way, Aurora, CO 80016 303-269-8000
 Contact—**Bruce Raymond** braymond@regisjesuit.com 303-269-8027
Girls Division, 6300 S. Lewiston Way, Aurora, CO 80016 303-269-8100

Colorado Highly Effective School Library Programs

2014-2015 Recognition Recipients

Acres Green Elementary, Tracie King, Teacher Librarian, Douglas County School District

Arvada High School, Tara McJunkin, Teacher Librarian, Jefferson County School District

Bergen Meadows Elementary, Teri Schuch, Teacher Librarian, Jefferson County School District

Bergen Valley Elementary, Teri Schuch, Teacher Librarian, Jefferson County School District

Centennial Middle School, Jonathan Georgitis, Teacher Librarian, Boulder Valley School District

Columbine Hills Elementary, Laura Reiman, Teacher Librarian, Jefferson County School District

Douglass Elementary, Kelli Chynoweth, Teacher Librarian, Boulder Valley School District

Edgewater Elementary, Heidi Floyd, Teacher Librarian, Jefferson County School District

Foothills Elementary, Lesa Higgins, Teacher Librarian, Jefferson County School District

Green Mountain Elementary, Lesa Higgins, Teacher Librarian, Jefferson County School District

Hackberry Hill Elementary, Julie Anderson, Teacher Librarian, Jefferson County School District

Howbert Elementary, Lisa Schott, Teacher Librarian, Colorado Springs, D-11 School District

Mandalay Middle School, Katherine Dockerty, Teacher Librarian, Jefferson County School District

Poudre High School, Krista Brakhage, Teacher Librarian, Poudre R-1 School District

Mountain Range Middle School, Pete Vincelette, Teacher Librarian, Douglas County School District

Semper Elementary, Tammy Langeberg, Teacher Librarian, Jefferson County School District

Sierra Middle School, Stephanie Meurer & Jennifer Milstead, Teacher Librarian, Douglas County School District

Southern Hills Middle School, Regina Hoskins, Teacher Librarian, Boulder Valley School District

Summit Cove Elementary, Shelly Wasson, Teacher Librarian, Summit School District

Summit Middle School, Susan Arrance, Teacher Librarian, Summit School District

Wellington Middle School, Mary Swanson, Teacher Librarian, Poudre R-1 School District

Werner Elementary, Pamela Thompson, Teacher Librarian, Poudre R-1 School District

Special Library Sites

American Alpine Club the Colorado Mountain Club Archives, Henry S. Hall Jr. Library,

710 Tenth Street, Suite 15, Golden, CO 80401

<http://americanalpineclub.org/p/library/>

Contact—Katie Sauter

library@americanalpineclub.org 303-384-0112

ksauter@americanalpineclub.org

Annual & Plant Health Inspection Station: Wildlife Damage Management, 4101 LaPorte Avenue,

Fort Collins, CO 80521

970-266-6163

https://www.aphis.usda.gov/wildlife_damage/nwrc/research/reproductive_control/index.shtml/

Contact—**Diana Dwyer**

diana.L.dwyer@aphis.usda.gov

Bessemer Historical Society, 215 Canal St., Pueblo, CO 81004

<http://steelworkscenter.com/>

719-564-9086

Contact—Tim Hawkins

tim.hawkins@steelworks.us

Brownstein Hyatt Farber Schreck (Law), 410 Seventeenth St., Denver, CO 80202-4432

<http://www.bhfs.com/>

303-223-1100

Contact—**Mary Clifton**

Bureau of Land Management (BLM). **See U.S. Bureau of Land Management.**

Cable Center, Barco Library, 2000 Buchtel Blvd., Denver, CO 80210

<http://cablecenter.org/the-barco-library-main-page.html/>

Contact—**Brian Kenny**

bkenny@cablecenter.org

720-502-7531

Cardinal Stafford Library, Saint John Vianney Theological Seminary; Archdiocese of Denver, 1300 S.

Steele Street, Denver, CO 80210

<http://sjvdenver.edu/library/>

303-722-4687

Contact—Stephen Sweeney

stephen.sweeney@archden.org 303-715-3192

CaridianBCT. **See TerumoBCT.**

Children's Hospital Colorado, 13123 E. 16th Ave., B180, Aurora, CO 80045

<http://www.childrenscolorado.org/>

Clinical Research Library (B180)

720-777-6400

<http://www.childrenscolorado.org/health-professionals/clinical-resources/clinical-research-library/>

Contact—**Kristen DeSanto**

kristen.desanto@childrenscolorado.org

720-777-6219

Contact—Marie St. Pierre

marie.st.pierre@childrenscolorado.org

Family Health Library<http://www.childrenscolorado.org/wellness-safety/health-library/>

Contact—**Zelda Hawkins**

zelda.hawkins@childrenscolorado.org

720-777-6378

Colorado Historical Society. **See History Colorado.**

Colorado Joint Legislative Library, State Capitol Bldg., 200 East Colfax Ave., Room 048, Denver, CO 80203

<https://www.colorado.gov/pacific/cga-legislativecouncil/library-5/>

303-866-4011

Contact—**Molly Otto**

molly.otto@state.co.us

Colorado Mental Health Institute at Fort Logan (CMHIFL), 3520 W. Oxford Ave, Denver, CO 80236
<https://sites.google.com/a/state.co.us/cdhs-behavioral-health/cmhfl/> 303-866-7066
Contact—**Kate Elder** kate.elder@sstate.co.us

Colorado Supreme Court Library, 2 E. 14th Ave., Denver, CO 80203
<http://cscl.colibraries.org/> 720-625-5100
Contact—**Dan Cordova** daniel.cordova@judicial.state.co.us

Denver Botanic Gardens, Helen Fowler Library, 909 York Street, Denver, CO 80206
<http://www.botanicgardens.org/york-street/helen-fowler-library/> 720-865-3570
Contact—**Allaina Wallace** (Head Librarian & Archivist) 720-865-3571
Contact—**Rory O'Connor-Walston**

Denver Museum of Nature and Science, 2001 Colorado Boulevard, Denver, CO 80205-5798
<http://www.dmns.org/> 303-370-6000
Contact—**Brent Wagner** brent.wagner@dmns.org 303-370-6362

Environmental Protection Agency (EPA), two locations in Denver:
National Enforcement Investigations Center (NEIC) Library, Building 25 E-3, Door W2, Denver Federal Center, Denver, CO 80225 <https://www.epa.gov/libraries/neic-environmental-forensic-library-services>
Contact—**Nancy Greer** greer.nancy@epa.gov 303-462-9353
Region 8 Technical Library (Downtown Denver), 1595 Wynkoop Street, 80C-L, Denver, CO 80202
<http://www.epa.gov/libraries/region-8-technical-library-services> 303-312-7226
Contact—**Lydia Frederick** frederick.lydia@epa.gov 303-312-6743

Gambro. See **TerumoBCT**.

History Colorado, 1200 Broadway, Denver, CO 80203
<http://www.historycolorado.org/researchers/stephen-h-hart-library/> 303-866-2305
Contact—**Laura Ruttum Senturia** (Director) laura.ruttumsenturia@state.co.us 303-866-4600
Contact—**Keith Schrum** (Archives) 303-866-2305

Johns Manville (Records & Information Management), 717 17th Street, Denver, CO 80202
<http://www.jm.com/> 303-978-2026
Contact—**Reese Evenson** (Corporate Records) reese.evenson@jm.com

National Center for Atmospheric Research (NCAR), 1850 Table Mesa Drive, Boulder, CO 80305
<http://library.ucar.edu/> 303-497-1180
Contact—**Kathleen Legg** klegg@ucar.edu 303-497-8508
Contact—**Jennifer Phillips** jennp@ncar.edu 303-497-1173
Contact—**Matthew Mayernik** mayernik@ucar.edu 303-497-1183

National Collegiate Athletic Association (NCAA) 700 W. Washington St., Indianapolis, IN 46206-6222
<http://www.ncaa.org/>
Contact—**Ellen Summers** esummers@ncaa.org 317-917-6308

National Jewish Health Medical and Research Center, Gerald Tucker Memorial Library, 1400 Jackson Street, Goodman Building Room K104, Denver CO, 80206-2671
<http://www.nationaljewish.org/professionals/research/support/library/Overview/> 303-398-1482
Contact—**Peggy Cruse** (Information Specialist) crusep@NJHealth.org 303-398-1343
Contact—**Shandra Knight** (Library Director) knights@NJHealth.org 303-398-1483

National Renewable Energy Lab (NREL) 15013 Denver West Parkway, Golden, CO 80401
<http://www.nrel.gov/> 303-275-3000
 Contact—Rachel Desormes rachel.desormes@nrel.gov 303-275-4573
 Contact—Jennifer Abbott jennifer.sbbott@nrel.gov 303-275-4030

Porter Adventist Hospital, Harley E. Rice Medical Library, 2525 South Downing Street, Denver CO 80210
<http://www.porterhospital.org/> porterlibrary@centura.org 303-778-1955
 Contact—**Loren Hackett** (Medical Librarian) laurenhackett@centura.org

Rocky Mountain College of Art and Design Library, 1600 Pierce St., Denver, CO 80214
<http://www.rmcad.edu/why-rmcad/around-campus/> 303-225-8584
 Contact—**Hugh Thurlow** hthurlow@rmcad.edu

TerumoBCT (Formerly Gambro then Caridian), 10810 W. Collins Ave., Lakewood, CO 80215
<https://www.terumobct.com/location/north-america/Pages/home.aspx/> 303-231-4357

SM Energy, 1775 Sherman Street, Denver, CO 80203
 Contact—R. J. Mauro rjmauro@sm-energy.com 303-861-8140

Saint Joseph Hospital, Clinical Research Library, Gervasini Health Library, 1375 E. 19th Ave., Denver, CO 80218
<http://www.saintjosephdenver.org/for-patients-and-visitors/gervasini-health-library/> 303-812-3622
Note: Students interested in an internship with Saint Joseph Hospital need to contact Karen Wells first.
 Contact – **Karen Wells** (Manager) karen.wells@sclhs.net 303-812-3628
 Contact – **Amy Six-Means** amy.six-means@sclhs.net

Sherman & Howard, LLC, 633 17th St., Suite 3000 Denver, CO 80202
<http://shermanhoward.com/> 303-297-2900
 Contact—Margi Heinen mheinen@shermanhoward.com

U.S. Bureau of Land Management (BLM) Library, Denver Federal Center, Building 50 P.O. Box 25047 Denver, CO 80225
<http://www.blm.gov/wo/st/en/info/blm-library.html> 303-236-6650
 Contact—**Deborah Harnke** dharnke@blm.gov 303-236-6648

U.S. Environmental Protection Agency (EPA). **See Environmental Protection Agency (EPA).**

U.S. Geological Survey (USGS) Denver Federal Center, Bldg. 20, Room C-2002, Denver, CO 80225
<http://library.usgs.gov/denlib.html/> 303-236-1000
 Contact—**Keith Van Cleave** kvancleave@usgs.gov 303-236-1004

U.S. Courts 10th Circuit Library, 1929 Stout Street, Room 430, Denver, CO 80294
<https://www.ca10.uscourts.gov/library/> 303-844-3591
 Contact—**Madeline R. Cohen** madeline_cohen@ca10.uscourts.gov 303-335-2624

Yellowstone Research Library, PO Box 168, Yellowstone National Park, Wyoming, 82190
<http://www.nps.gov/yell/learn/historyculture/library.htm/> 307-344-2264
 Contact—Jessica Gerdes

Nontraditional Internship(s) Sites
See Clara Sitter for details of most of the sites

Access Innovations, 4725 Indian School Road, Suite 100, Albuquerque, NM 87110

P.O. Box 8640, Albuquerque, NM 87198-8640

<http://www.accessinn.com/>

505-998-0800

Contact—**Marjorie Hlava**

mhlava@accessinn.com

505-256-1080

Bolt. Nancy Bolt & Associates, 9018 Ute Dr., Golden, CO 80403

<http://www.nancyboltassociates.com/consulting/index.htm>

303-642-0338

Contact—**Nancy Bolt**

nancybolt@earthlink.net

British Library, 96 Euston Road, London, NW1 2DB, United Kingdom

<http://www.bl.uk/>

Contact—**Rachel Foss**

rachel.foss@bl.uk

+44 (0) 330-333-1144

Colorado Library Consortium (CLiC), 7400 E. Arapahoe Road, Suite 75, Centennial, CO 80112

<http://www.clicweb.org/>

303-422-1150

Contact—Elizabeth Kelsen Huber (Asst. Director)

ekelsenhuber@clicweb.org

720-739-5226

Colorado Alliance of Research Libraries (CARL), 3801 E. Florida Ave., Suite 515, Denver, CO 80210

<http://www.coalliance.org/>

303-759-3399

Contact—**Rose Nelson**

303-759-3399 ext. 103

Contact—**Chet Rebman**

chet@coalliance.org

303-759-3399 ext. 104

Colorado State Library, 201 E. Colfax Ave, Room 309, Denver, CO 80203

<http://www.cde.state.co.us/cdelib/>

Public Library Youth Services projects are available.

Contact: **Beth Crist** (Public Library Youth Services)

crist_b@cde.state.co.us

303-866-6908

Colorado Talking Book Library, 180 Sheridan Blvd, Denver, CO 80226

www.myctbl.org

303-727-9277

Various projects are available.

Contact—**Debbi MacLeod**

macleod_d@cde.state.co.us

303-503-2569

EBSCO Information Services 2801 Youngfield St. #120, Golden, CO 80401

303-237-1753

Erail Commerce, 21 Waterway Ave. Suite 300, The Woodlands, TX 77380

<http://www.erailcommerce.com/>

770-713-2499

Contact—**Brian Smalley**

brn.smalley@gmail.com

Jones eGlobal Library (EGL) 9697 East Mineral Avenue, Centennial, CO 80112

<http://www.jones.com/companies/jones-e-global-library/>

800-525-7002

Contact—Scott Wiebensohn (Manager of Library Services)

303-784-8469

Library Research Service, Colorado State Library, 201 E. Colfax Avenue, Suite 309, Denver, CO 80203

<http://www.lrs.org/>

303-866-6900

Contact—**Linda Hofschire**

hofschire_l@cde.state.co.us

303-866-6827

Litwin Books, LLC, P.O. Box 188784, Sacramento, CA 95818

<http://litwinbooks.com/>

Contact—**Rory Litwin**

rory@litwinbooks.com

218-260-6115

310-478-7287

MeasuringU, 201 Steele St. Ste. 200, Denver, CO 80206

<http://www.measuringu.com/>

Contact—**Jeff Sauro**

jeff@measuringu.com

303-578-2801

WAND, Inc. Precision Classification and Search, 2170 South Parker Road Suite 295 Denver, CO 80231

<http://www.wandinc.com/>

Contact—**Mark Leher**

mleher@wandinc.com

303-623-1200

Western States Arts Federation (WESTAF), 1743 Wazee Street Suite 300, Denver, CO 80202

<http://www.westaf.org/>

Contact—**Raquel Vasquez**

raquel.vasquez@westaf.org

303-629-1166

Appendix B—Resume Tips

(Abridged from Several Career Center Handouts)

There is no formula for a perfect resume but there are a number of considerations when preparing your resume. LIS students are encouraged to use the services and handouts from the University of Denver Career Center. The Career Center Counselors will provide help in resume critiquing, interviewing skills, and other tips for the job search.

General Guidelines Regarding Style

- Put your most important information near the **top** and **left** to attract the reader's attention.
- List dates of employment on the **right** or after the job title, employer name, and location of job.
- Create a resume using **key words** that describe your skills, traits, and knowledge. Some employers scan resumes into their databases and look for the keywords.
- Consider two experience sections if you have related and unrelated experience.
- Choose the resume style that best suits the position you seek. Sample resumes for chronological and functional styles are available on the DU Career Center website at www.du.edu/career.

Chronological Style

This is best used by people whose work experience and history (internships or jobs) is clearly relevant to their job target and by people in fields where the chronological resume is very traditional.

- An outline of relevant information listed in reverse chronological order (most recent first).
- The easiest resume preparing and often preferred by employers.

Functional Style

This style is best used by individuals without related paid work experience, career changers, and people entering or re-entering the job market.

- Contains a work history section but emphasizes concrete (verifiable) skills where outcomes or quantifications (\$ or %) may strengthen the accomplishments listed.
- Skills that are transferred from past experience (not limited to paid work experience) to a future job. Example: What you actually can do, such as organizing, communicating, analyzing, and managing.
- Select the skills areas that most apply to the position you are seeking then briefly describe the experiences that developed the skills. It is not enough to say you have "strong analytical ability" without providing proof. Communicate what distinguishes you from other applicants with similar skills.

Resume Sections

Contact Information—Place contact information at the top of the page to ensure it is picked up by scanning.

Career Objectives—Relate everything on your resume to the job announcement to ensure interview.

Education—Include college degrees (may need to spell out), university, city, state, and graduation date.

Experience—List most recent first; job title, employer, city, state, beginning and end dates, description of job accomplishments, and outcomes.

Accomplishments—Give examples: saving time or money, solving problems, enhancing performance, improving products or services, managing a crisis, increasing profits or services.

References—Get permission from potential references to use them as references. Do not list names, addresses and phone numbers of references.

Additional Headings—Create additional headings to fit the skills you want to highlight.

Examples: foreign languages, software skills, honors and awards, international experience, publications, presentations, certifications and licenses (especially for teaching), and professional associations.

General Tips for an Effective Resume

Customize—Revise your resume for specific jobs.

Length—Limit yourself to one page unless you have extensive relevant experience.

Specifics—Use concise, detailed, results-oriented phrases for maximum interest.

Languages—Use the terminology or jargon of the employer.

Quantify—Describe your duties and accomplishments with measurable data, e.g. dollars, percents, numbers, and frequency. Be specific about your skills and competencies.

Design—Make the resume inviting to read with attractive headings, good balance of black and white, wide margins, and a limited selection of font sizes and styles. Do not use less than 10-point font. Use bullets and columns for easy reading.

Highlight—Place your most important information at the top, left side of the resume as the reader's eye goes there first.

Proofread—Have your resume critiqued by several people, including a professional in your field.

Field Mentors are usually happy to critique your resume once you are working in an internship situation.

Consistency—Provide information in a consistent format within each section of your resume.

Printing—Use laser quality print on 24# weight laser-compatible paper is recommended. If you fax or scan your resume, always use white paper.

Action Verb Sample List

Use action verbs to describe your accomplishments including the following:

accomplished, achieved, administered, advised, analyzed, appraised, arbitrated, arranged, assessed, assisted, audited, bought, budgeted, built, calculated, changed, chaired, collected, communicated, completed, conceptualized, conducted, consolidated, constructed, controlled, coordinated, counseled, created, critiqued, delivered, demonstrated, designed, determined, developed, devised, directed, discovered, edited, eliminated, ensured, equipped, established, evaluated, examined, expanded, financed, formulated, founded, generated, governed, graded, guided, handled, hypothesized, implemented, improved, initiated, instituted, introduced, investigated, maintained, managed, modified, monitored, negotiated, observed, obtained, organized, oversaw, participated, performed, persuaded, piloted, prepared, presented, produced, programmed, projected, promoted, publicized, purchased, qualified, questioned, raised profits, recommended, recorded, reduced, researched, reviewed, selected, solved, specified, structured, summarized, supervised, systematized, tested, trained, translated, wrote.

Resume Checklist

- Include a cover letter
- Write your resume yourself
- Proofread for typographical, spelling, and grammar errors
- Use quality paper and a quality laser printer
- Keep your resume focused and targeted to a specific job
- Focus on higher level and transferable skills
- Include specific examples of significant accomplishments and results

Appendix C—PROFESSIONAL PORTFOLIOS

A portfolio is a way to showcase your accomplishments and give examples of your finest work. All LIS students will develop a portfolio site. The portfolio site will include artifacts from each core class including internship(s). Students may add additional items to their DU Portfolio.

Portfolio-approach Resume. You can design your resume in a portfolio approach by organizing the content by outcome categories including *Skills*, *Accomplishments*, and *Projects*. This may be particularly valuable for people who have transferable skills from other career experiences.

Transferable Skills. Desirable roles and traits can be emphasized through a variety of settings. A few examples include:

- Communication
- Creativity
- Initiative
- Leadership
- Management
- Planning
- Research

Portfolio Artifacts. Concrete examples for your portfolio may vary depending on the position you are seeking. As students in the LIS program you can begin to put your portfolio together by saving your work from classes. Begin by using the DU Portfolio Site. Examples include:

- Annotated bibliographies
- Appreciation letters
- Book reviews
- Certificates of training
- Essays
- Fact sheets
- Handouts
- Lesson plans for instruction
- Letters of recommendation
- Pathfinders or guides
- Poster presentations
- PowerPoint presentations
- Professional memberships and service
- Programming plans
- Projects
- Publications
- Research papers
- Statement of values, philosophy, goals
- Volunteer work
- Web pages

Format. A portfolio can be electronic or print—or both. The portfolio should be compact and easily accessible. You can include the URL for an electronic portfolio. For a print portfolio you need to organize your materials in a compact presentation. A binder/notebook with page protectors and guides may be the easiest for portability and flexibility.

- **Electronic Portfolio.** You have a free site on the DU web¹² for your own portfolio. Students should begin the organization and development of their portfolio sites during their first quarter on campus. Items can be added as they are completed by class assignments. It is not necessary to include everything you ever created; you can be selective as your work improves. The DU portfolio site allows options for degrees of access: personal access only, DU community only, and public. *The DU Portfolio is available for students, staff, faculty and alumni, so you can use it after graduation. NOTE: You must activate your portfolio site as a student and keep it active in order to use it as alumni.*
- **Print Portfolio.** Some things do not lend themselves to electronic presentation including letters, certificates, and projects. You can begin gathering these items in a large binder/notebook but pull from your growing collection of artifacts to provide a selective sampling to take with you on interviews.

Organization. The portfolio must be well organized and designed. For your print portfolio you should create a professional cover page and spine label to slip into the transparent sleeves of the notebook. Your name and contact information should be prominent on the cover. Inside you will begin with a title page and list of contents. Examples of contents might be:

- Resume—always included first after the title page.
- Selected categories—that address the requirement for the position.
- Examples—two or three examples in each category are sufficient.
- Copies—keep your originals safe; you may want to leave the portfolio.
- Options—philosophy of service, statement of goals and objectives,

Using Portfolios. The portfolio can be used in several ways:

- **For a job interview**
 - Present the portfolio at the start of the interview **OR**
 - Present it during the question-answer period.
 - Introduce the portfolio as an example of your skills and experience.
 - Offer to answer questions.
- **Other uses**
 - Performance evaluation.
 - Confidence builder.
 - Conversation starter.
 - Continuing education highlight.

Selected References.

- Dority, G. K. (2006). *Rethinking information work: A career guide for librarians and other information professionals*. Westport, CT: Libraries Unlimited. General career tips.
- Weathers-Parry, P. (January, 2001). The librarian's portfolio. *Info career trends*. Accessed at <http://www.lisjobs.com/newsletter/archives/jan01pparry.htm> November 3, 2006. Specific suggestions for creating portfolios.
- Newlen, R. R. (2006). *Resume writing and interviewing techniques that work*. New York: Neal-Schuman. Examples of resumes for librarians.

¹²To learn more about the University of Denver Portfolio Community (DUPC) visit <http://portfolio.du.edu> or contact DU's Center for Teaching & Learning at 303-871-2763.

Appendix D—Culminating Internship Final Checklist

(To be completed by the faculty supervisor and student.)

Student Name _____ Quarter _____

Field Mentor _____

Site Name and Address _____

Before the Internship(s) Experience

- _____ 1. Attend Showcase of Opportunities (fall quarter)
- _____ 2. Identify goals and objectives
- _____ 3. Discuss culminating internship options with internship coordinator
- _____ 4. Investigate possible sites
- _____ 5. Update resume
- _____ 6. Meet with potential field mentors (take goals and objectives AND updated resume)
- _____ 7. Complete the Student Application Form
- _____ 8. Field mentor approval (as needed; resume required if first-time field mentor.)

During the Internship(s) Experience

- _____ 9. Class meeting #1
- _____ 10. Class Meeting #2
- _____ 11. Faculty Site/Telephone Visit with Field Mentor: Date _____
- _____ 12. Canvas Class Discussion Weekly Postings: #1, #2, #3, #4, #5, #6, #7, #8, #9, #10
- _____ 13. Meeting with coordinator (may be done at the site visit): Date _____
- _____ 14. Student Reflective Learning Journal @ one / week/ 8 hours work
- _____ 15. Public Presentation

By the end of the Internship(s) Experience

- _____ 16. Student Report (Posted to Canvas)
- _____ 17. Student Time Sheet (Signed by field mentor)
- _____ 18. Student Site Evaluation (Signed by student)
- _____ 19. Field Mentor Evaluation (Signed by field mentor AND student)
- _____ 20. Submit everything by the date due indicated by faculty supervisor

Faculty Supervisor _____ Final Grade _____

NOTES: