Library and Information Science

Internship Handbook
2017-2018

University of Denver—Morgridge College of Education
Denver, Colorado

Prepared by Clara L. Sitter, PhD, Internship Coordinator.
Contents

*Topic and Page*

Welcome from the Internship Coordinator (p. 4)

Internship Experience (p. 5)

Students (p. 7)

Student Timeline Checklist (p. 8)

Principles of Ethical Conduct (p. 9)

Field Mentors (p. 10)

Faculty Supervisors, Faculty Advisors, Internship Coordinator (p. 11)

Goals and Objectives (p. 12)

Forms:

- Internship Application (p. 14)
- Site Evaluation (p. 15)
- Evaluation (p. 16)

Appendices

A. Sites and Field Mentors (Examples)
   - Academic Library Sites (p. 18)
   - Archives Sites (p. 23)
   - Public Library Sites (p. 26)
   - School Library Sites (p. 31)
   - Special Library Sites (p. 35)
   - Non-Traditional Internship Sites (p. 38)

B. Resume Tips (p. 40)
C. Professional Portfolios (p. 42)
D. Culminating Internship Final Checklist (p. 4)
E. Notes (p. 45)
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**

Clara L. Sitter, PhD  
Internship Coordinator  
Library and Information Science Program  
University of Denver, Morgridge College of Education
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 needed. 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
Students\textsuperscript{2}

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) \textbf{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/cover sheet 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.

\textsuperscript{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 Checklist

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.

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 Conduct

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 Supervisor

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 visit 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., Specific, Measurable, Attainable, Realistic and Time-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 classes. 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 Application\(^9\)  
(To be submitted by the student to the Faculty Supervisor \textit{before} beginning fieldwork)  

\textbf{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):  
\begin{itemize}  
\item Culminating Internship:  
  \begin{itemize}  
  \item LIS 4910 Culminating Internship (4 cr)  
  \item LIS 4911 Elementary Culminating Internship (2 cr)  
  \item LIS 4912 Secondary Culminating Internship (2 cr)  
  \end{itemize}  
\item Internship [Pre-Culminating] for __________ (# credits)  
\end{itemize}  

\textbf{Site Information}  
Library or Organization ____________________________________________________________  
Address __________________________________________ Phone ________________________  
_________________________________________________ Fax _________________________  

\textbf{Field Mentor Information}  
Name __________________________________________ Phone ________________________  
Address __________________________________________ E-mail ________________________  
_________________________________________________ Fax _________________________  

\textit{Brief Description of Internship Plan (Attach Goals and Objectives)}  

\begin{tabular}{|p{14cm}|p{3cm}|}  
\hline  
Student __________________________________________ & Date __________________________ \hline  
All core classes completed? yes or no (circle one) & Number of credit hours completed __________ \hline  
\end{tabular}  

\(^9\) 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.
Student ______________________________ Quarter __________________

Internship Site __________________________ Field Mentor __________________________

Please answer the following questions honestly and completely so that we can update the internship database. Turn this form in with your other paperwork during the last class.

1. What were the advantages of doing an internship at this site?

2. What were the disadvantages of doing an internship at this site?

3. Would you recommend this internship site to another student? Why or why not?

4. Other comments

Student ______________________________ Date ______________________________
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 SITES—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  rharner@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 McIure (Health, Human and Social Sciences)  merinda.mciure@colostate.edu  970-491-7175
Contact—Linda Meyer (Archives)  linda.meyer@colostate.edu  970-491-4692

Students 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 Wiesensohn (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
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/
Contact—Brian Schwartz (Director) bschwartz@rvu.edu 303-373-2008 x2879

United States Air Force Academy, Mc Dermott Library, HQUSAFA/DFLIB 2354 Fairchild Drive, Suite 3A10, USAF Academy, CO 80840-6214
http://www.usafa.edu/df/dflib/
Contact—Dr. Edward Scott edward.scott@usafa.edu 719-333-4749
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/
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
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 303-492-3034

Circulation
Contact—Brice Austin brice.austin@colorado.edu 303-492-3975

Collection Development
Contact—Gabrielle Wiersma gabrielle.wiersma@colorado.edu 303-492-4316

Earth Sciences and Map Library (Jerry Crail Johnson Library)
Contact—Jane Frear jfrear@colorado.edu 303-492-6133

East Asian Library
Contact—Rebecca Kuglitsch rebecca.kuglitsch@colorado.edu 303-492-2421

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)
Contact—Stephanie Bonjack stephanie.bonjack@colorado.edu 303-492-9895
Contact—Laurie Sampsel laurie.Sampsel@colorado.edu 303-492-3929

Social Sciences
Contact—Eugene Hayworth gene.hayworth@colorado.edu 303-492-5383

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
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 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.luttmann@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 720-502-7531
Contact—Brian Kenny bkenny@cablecenter.org

Colorado Historical Society. See History Colorado.

Colorado State Archives, 1313 Sherman Street, Room 120, Denver, CO 80203
www.colorado.gov/archives 303-866-5687
Contact—Aly Jabrocki (Audio Archivist) aly.jabrocki@state.co.us

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 Ruttm Senturia (Library) laura.ruttmuntsenturia@state.co.us 303-866-4600
Contact—Keith Schrum (Archives) 303-866-2305

Johns Manville (Corporate archives), 717 17th Street, Denver, CO 80202
Contact—Reese Evenson reese.evenson@jm.com

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

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

24
University of Denver, Anderson Academic Commons (Formerly Penrose Library), 2150 E. Evans Avenue, Denver, CO 80208
www.library.du.edu 303-871-3707

Archives Processing and Metadata
Contact—Kevin Clair kevin.clair@du.edu 303-871-3434
Contact—Kate Crowe kate.crowe@du.edu 303-871-7944

Special Collections, Peryle H. and Ira M. Beck Memorial Archives
Contact—Jeanne Abrams jeanne.abrams@du.edu 303-871-3016

Special Collections
Contact—Steve Fisher sfisher@du.edu 303-871-3427

Special Collections, Center for Judaic Studies
Contact—Thyria Wilson twilson@du.edu 303-871-3012

University of New Mexico, Center for Southwest Research, MSC 05 3020/1 UNM, Albuquerque, NM 87131-0001 http://library.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]
Contact—Mark Greene mgreene@uwyo.edu 307-766-2474
Contact—Jamie J. Greene jgreene@uwyo.edu 307-766-6623
Contact—William Hopkins whopkins@uwyo.edu 307-766-2573
Contact—Amanda M. Stow astow@uwyo.edu 307-766-2579
Contact—John Waggener wagggener@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
Contact—Daisy Grice (Library Manager)  303-542-7279

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
9898 E Colfax Avenue, Aurora, Co 80010
Contact—Betsy Baxendale  bbaxenda@auroragov.org  303-739-1943

Mission Viejo Library
15324 E Hampden Circle, Aurora, CO 80013
Contact—Erin Todd  etodd@auroragov.org  303-627-3053
Tallyns Reach Library
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
Contact—Phyllis Larson (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

Boulder Public Library, 1001 Arapahoe Ave., Boulder, CO 80302
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. 112th 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 6th 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
Contact—Jennifer Hoffman jhoffman@denverlibrary.org 720-865-1207
Contact—Bobby Erskine reriske@denverlibrary.org 720-865-3477

Business Process & Data Reporting
(Metrics, evaluation, data analysis, and Lean process improvement)
Contact—Seana O’Grady sogrady@denverlibrary.org 720-865-1121

Children’s
Contact—Ann Schwab aschwab@denverlibrary.org 720-865-1194
Contact—Amy Forrester aforrester@denverlibrary.org 720-865-3445

Collection Development, Cataloging, ILL
Contact—Rachel Fewell rfewell@denverlibrary.org 720-865-1518

Community Technology Center
Contact—Tracy Treece ttreece@denverlibrary.org 720-865-1134

Engage (Adult & Family Branch Programming)
Contact—Jenny LaPerrier jlperr@denverlibrary.org 720-865-1171

Early Literacy
Contact—Mary Kuehner mkuehner@denverlibrary.org 720-865-1294
Contact—Sarah McNeil smcneil@denverlibrary.org 720-865-1308

Reference
Contact—Becky Russell brussell@denverlibrary.org 720.865.1344

Western History/Genealogy
Contact—Jamie Seemiller jseemill@denverlibrary.org 720-685-1817
Athmar Branch 1055 S. Tejon St., Denver CO 80223 720-865-0230
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

Douglas County Libraries, 100 S. Wilcox, Castle Rock, CO 80104
www.douglascountylibraries.org 303-791-7323
Administration
Contact—Robert “Bob” Pasicznyuk (Executive Director) rpasicznyuk@dclibraries.org
Contact—Amber DeBerry (Director of Community Relations) adeberry@dclibraries.org
Contact—Art Glover (Director of Human Resources) aglover@dclibraries.org
Castle Pines Branch 7437 Village Square Dr. #110, Castle Rock, CO 80108
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.englwoodpubliclibrary.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) eewing@weld.lib.co.us
NOTE All JCPL Internships must begin with a conversation with Donna Walker, coordinator.
Contact—Donna Walker dlps@jeffcolibrary.org 303-275-2205

Adult Reference Services
Contact—Peg Hooper peg.hooper@jeffcolibrary.org

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

Special Populations
Contact—Deb Dauenheimer deborah.dauenheimer@jeffcolibrary.org

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

Collections Services 10500 W. 38th Ave., Wheat Ridge, CO 80033 303-235-5275
Contact—Debbi Mikash debbi.mikash@jeffcolibrary.org 303-403-5205

Digital Experience
Contact—Chris Evjy chris.evjy@jeffcolibrary.org

Early Literacy
Contact—Robyn Lupa robyn.lupa@jeffcolibrary.org

Library 2 You
Contact—Padma Polepeddi padma.polepeddi@jeffcolibrary.org 303-275-6180

Patron Education
Contact—Pat Lamprey pat.lamprey@jeffcolibrary.org

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

Programming & Partnerships
Contact—Pennie Howard Burris pennie.howardburris@jeffcolibrary.org

Staff Training
Contact—M J Lowe mj.lowe@jeffcolibrary.org

Arvada Branch 7525 W. 57th Ave., Arvada, Co 80002
Contact – Shelly Belleau shelly.belleau@jeffcolibrary.org 303-403-5386

Belmar Library 555 S. Allison Parkway, Lakewood, CO 80226 303-235-5275
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 Hauschldt leslie.hauschldt@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”**

**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 80023-2042
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  720-972-5400
Contact—Laura Israelsen  laura.o.israelsen@adams12.org  720-972-5412

**Hunters Glen Elementary**, 13222 Corona St., Thornton, CO 80241  720-972-5440
Contact—Gaylynn Jameson  jameson.gaylynn@adams12.org  720-972-5440

**Westview Elementary**, 1300 Roseanna Dr., Northglenn, CO 80234  720-972-5689
Contact—Nadine Abrahams  nadine.abrahams@adams12.org  720-972-5689

**Boulder Valley School District**, 6500 Arapahoe, Boulder, CO 80303
http://www.bvsd.k12.co.us/  303-447-1010

**Aspen Creek K-8**, 5500 Aspen Creek Drive, Broomfield, CO 80020
http://ac8.bvsd.org/
Contact—Andrea Kibe  andrea.kibe@bvsd.org  720-561-8054

**Monarch High School**, 329 Campus Drive, Louisville, CO 80027  720-561-4200
Contact—Beatrice Gerrish  beatrice.gerrish@bvsd.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  720-886-3300
Contact—Mary Lou Palley  mpalley@cherrycreekschools.org  720-554-2677

**Campus Middle School**, 4785 S. Dayton St., Englewood, CO 80111  720-554-2727
Contact—Derek Phelan  dphelan@cherrycreekschools.org

**Cherokee Trail High School**, 25901 E. Arapahoe Road, Aurora, CO 80016  720-886-1985
Contact—Paul Whipple  pwhipple@cherrycreekschools.org

**Cherry Creek High School**, 9300 Union Ave., Greenwood Village, CO 80111  720-554-2285
Contact—Library Media Center

**Cherry Hills Village Elementary School**, 2400 E. Quincy Ave., Englewood, CO 80110  720-554-2398
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
Fal con 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://lincolnlanders.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
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
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 mholland@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/ library@americanalpineclub.org 303-384-0112
Contact—Katie Sauter ksauter@americanalpineclub.org

Annual & Plant Health Inspection Station: Wildlife Damage Management, 4101 LaPorte Avenue, Fort Collins, CO 80521
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


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
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@state.co.us

Colorado Supreme Court Library, 2 E. 14th Ave., Denver, CO 80203
http://csccl.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:
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 Ruttm Senturia (Director) laura.ruttmsenturia@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) crusenp@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
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
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/  
Contact—Marjorie Hlava  mhlava@accessinn.com  505-998-0800

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 Rehman  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.mycctbl.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/ 218-260-6115
Contact—Rory Litwin rory@litwinbooks.com 310-478-7287

MeasuringU, 201 Steele St. Ste. 200, Denver, CO 80206
http://www.measuringu.com/ 303-578-2801
Contact—Jeff Sauro jeff@measuringu.com

WAND, Inc. Precision Classification and Search, 2170 South Parker Road Suite 295 Denver, CO 80231
http://www.wandinc.com/ 303-623-1200
Contact—Mark Leher mleher@wandinc.com

Western States Arts Federation (WESTAF), 1743 Wazee Street Suite 300, Denver, CO 80202
http://www.westaf.org/ 303-629-1166
Contact—Raquel Vasquez raquel.vasquez@westaf.org
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 web\(^{12}\) 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.**


---

\(^{12}\)To 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 ____________

44