

Basic Intern Duties at the IHSB Library



1. Organizing books to their respective section genres at the shelves (Reference Corner) and the books at the main shelves.
2. Providing helpful support to Library Users.
3. Offering basic decoration help if asked from superiors, such as gluing papers or hanging posters.
4. Tucking in chairs (Library Users especially forget this) and aligning tables, while doing minimal cleaning services.
5. Assisting other interns at their work.
6. Doing specified tasks if given by superiors. Please ask the librarian for special tasks or your supervisor.
7. Taking care of the Library Users and their behaviors and actions, reporting on them if needed.
8. Maintaining the tools and furniture of the library, checking on them if necessary.
9. Doing any needed paperwork for projects or tasks.
10. Organizing the Newspaper Shelves.



P.S. Please maintain a respective manner at the library while conducting duties when asked. Good luck.