THE CLEVELAND MUSEUM OF ART

Ingalls Library
Intern/Volunteer Information Form

Orientation

CMA interns and volunteers who require library services should be scheduled as soon as possible for a library orientation tour with a member of the reference staff by calling ext. 2530.

Borrowing privileges cannot be granted prior to orientation.

Two orientation sessions may be scheduled depending on research needs.

General information

Intern/Volunteer name

CWRU? ☐ Yes ☐ No Other affiliation:

Supervising staff member

CMA department

Has an orientation been scheduled? ☐ Yes ☐ No

Project description

Please describe the project(s) you have assigned to your intern/volunteer if he or she will require library services. Be as specific as possible. Your description will assist the library staff in providing orientation and reference services geared to your intern/volunteer's project and will give us an idea of the assignment's expected result. Advance notification of an intern/volunteer's arrival will help to ensure our success in meeting their needs.

Duration of internship/volunteer project

Day(s)/Time(s) you expect the intern/volunteer to work

Is intern: ☐ Paid ☐ Unpaid

Borrowing Privileges

It is assumed that interns/volunteers will use books within the library unless borrowing privileges are requested and signed for by the supervisor.

Library stack access is not available for interns/volunteers.

Borrowing privileges requested? ☐ Yes* ☐ No

*If "yes," a supervisor who has borrowing privileges and is a full-time staff member must sign below accepting responsibility for any materials checked out in their name by the intern/volunteer.

Supervisor (signed) Date

Approved by Director of Library and Archives Date

Thank you for your cooperation in making your intern/volunteer's library experience a success.