


STATEMENT OF POLICY

**University of South Florida
Library System/Tampa Library**

	Subject of Policy Statement	Effective Date	Policy Number	Last Revision
	Fieldwork	9/18/03	12-003	9/18/03
	Submitted by: Carol Ann Borchert Reference Librarian		Date: 4/1/03	
	Director: Phyllis Ruscella, Tampa Library			

I. INTRODUCTION (PURPOSE AND INTENT)

The Tampa Library has been approached on several occasions with requests to do fieldwork experiences from outside of Florida, and in particular, from outside of the United States. The Library has determined parameters for what is expected from the requesting library school or student, and what they can fairly expect from the Tampa Library during an approved fieldwork experience.

II. STATEMENT OF POLICY

The Tampa Library will consider library science fieldwork requests from candidates outside Florida and the United States in accordance with the following requirements:

- 1) The Library must have contact with the faculty member(s) sending the student to do the fieldwork from the beginning of the process. The library school will be responsible for creating a selection process for those students interested in coming to USF to do a fieldwork experience.
- 2) There must be a negotiation process to create a job assignment and expectations involving the student, the supervising faculty member from the home institution library program, and the USF on-site supervising librarian.
- 3) The student must have a mentor who is a professional librarian (other than their supervisor) during the entire timeframe of the internship. The USF Tampa Library has a mentor program already in place with the USF School of Library and Information Sciences (SLIS) on the Tampa Campus. The student could become a mentee through that program, or seek out a professional within the region, or have a responsible mentor assigned by his/her home institution.
- 4) If the student is from an institution other than USF, there must be a formal agreement with the library program sending the students and the Tampa Library. It should include a written outline of the expectations for both the learning and the employment perspectives, describing what each party is contributing to the fieldwork experience. A faculty member from the requesting institution should do a site visit to the Tampa Library and the city to gain an understanding of the educational and cultural environment prior to formalizing the internship agreement.
- 5) The intern's home institution library program must correspond to the equivalent of a Master's degree program. The student/intern should have completed the core coursework required by the home institution's library program before applying to the USF Tampa Library for fieldwork experience.
- 6) The student will be responsible for his/her own living arrangements and transportation. The Tampa Library will not be responsible for making or financing the living arrangements of the student, unless otherwise stated in the formal written agreement.
- 7) The following must be justified: What is the benefit to the USF Tampa Library? How does this fit in with the USF Tampa Library's and the University's mission statements?

III. AUTHORITY

USF Policy 001- Issuance of Policies and Procedures (8/30/96).

IV. APPROVAL

- Approved for Library implementation pending final review by the Office of the General Counsel.
- Policy applicable to the Tampa Library alone is approved by the Tampa Library Directors.

Tampa Library Directors Date 9/18/03

Council of Library Directors Date N/A

- The Council of Library Directors approves system-wide policies.

All policies are reviewed and approved by the Dean and the Office of the General Counsel.

Dean Date 9/18/03

Forwarded to the Office of the General Counsel Date N/A

Approved by the Office of the General Counsel Date