



T14029-TRAINEESHIP AT THE LAW LIBRARY

TRAINEESHIP INFORMATION	
Department/Office	Biblioteca di Giurisprudenza
Responsible persons for this placement	Evelina Ceccato Rita Mancini Elisa Minardi
Contact e-mail	internship@unipr.it
Description of activities	Assist with opening and closing procedures Assist with delivering books to faculty department offices Help patrons locate materials in the stacks, provide basic copy machine assistance Help patrons search online catalogues and databases Help process journals to be sent for binding Help librarians translate web pages, guides and tutorial from Italian to English.
Working language	Italian and English
Location	Biblioteca di Giurisprudenza Via Università 12 43121 Parma
Duration (2 months minimum-12 months maximum)	3 months
Working hours / week	Timetable to be agreed accordingly
Accommodation	The Welcome Office supports students in finding accommodation in Parma Servizio Accoglienza/Welcome Office



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	Università di Parma Vicolo Grossardi 4 43125 Parma – Italy e-mail welcome@unipr.it phone: 0039 0521 904150 / 904632	
Internship grant	No financial contribution. Students must apply for a Grant at their home institution/country.	
COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS		
Competences required	Good computer skills Academic fields/Areas of interest: library and information sciences, information technology English C1-C2 (CEFR), Italian B1 (CEFR)	
Degree (Master, PhD, Post Doc)	Undergraduate or postgraduate students	
DOCUMENTS REQUIRED		
Interested students must send by email asap, the following documentation:		
Presentation letter X	Curriculum Vitae X	Academic certificates X
Additional notes		