

## IRLS 504

### **Interview with a Librarian or Information Professional** (10% of final course grade)

***Purpose:***

The purpose of this assignment is to introduce you to the work of a librarian or other information professional in an area of your choice.

***Instructions:*** Interview a librarian or other information professional and write a brief report (250-500 words).

Start your report with the information below and then answer the questions that follow. Use the headings in bold in your report.

**Name:**

**Position Title:**

**Department:**

**Parent Organization:**

**City and State:**

**Person to Whom the Interviewee Reports:**

1. **Responsibilities:** (What does the interviewee do?)
2. **Favorite Job-Related Activity:** (What does the interviewee like best about his/her job?)
3. **Issue:** (What is one important issue that the interviewee feels impacts his/her work?)
4. **Conclusions:** (Your own analysis based on what you've learned. This section should be your voice, commenting on what you learned from your interview.)

***Etiquette:***

Interviews should be scheduled in advance. The interviewee should be informed about the purpose of the interview and given the questions, if possible, in advance. The duration of the interview should be specified in advance; one-half hour is recommended (no more than 1 hour).

Occasionally someone you approach for an interview will decline. If this happens, please be positive and polite, and try someone else. It is helpful to see your interview as an opportunity to introduce both yourself and the program to someone working in the profession.



**Writing the Interview Report:**

The interview report should be more than just a transcript of your interviewee's answers. You should write a coherent paragraph about each response, and you should also include some of your own analysis or conclusions based on what you learned.

**Due Date:**

A paper copy of your interview report is due at the first meeting of class. Also bring an electronic copy of your report to the first class meeting, either on a disk or a thumb drive.

**Criteria for Grading:**

- Completion of the assignment according to instructions.
- Demonstrated understanding of the job of the person you are interviewing.
- Coherent expression responding to each question. (Note: do NOT provide a transcript of what was said.)
- Your analytical comments on the interview.
- Use of standard English expression, style, grammar and punctuation.

