

THE UNIVERSITY OF SOUTH CAROLINA

COLUMBIA CAMPUS

Thomas Cooper Library



Columbia, SC 29208

UNIVERSITY LIBRARIES & SCIENCE MAJOR APPLICATION

NAME: _____ Last four digits SSN _____ DATE: _____

DATE AVAILABLE TO BEGIN WORK: (*Semester/Year*) _____

CAMPUS ADDRESS (or Columbia Address): _____

TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

PERMANENT ADDRESS & TELEPHONE NUMBER: _____

Are you currently enrolled in SLIS? If yes, please list the course numbers and titles. What is your major, if not Library Science? If not enrolled, when do you plan to begin your studies?

CUMULATIVE GPA: _____ # of A's: _____ # of D's and F's: _____

ANTICIPATED GRADUATION DATE: _____

Within librarianship, what is your major of interest? School, public, academic, special, medical? Public services or technical services? _____

Please list the colleges/universities you have attended, the dates of attendance, degree received, major, and GPA.

Please list any foreign languages you know and indicate those that you can read and speak well.

Please list previous work experience; include volunteer experience if in a library: _____

Are you able to type and/or use a personal computer? _____ Words Per Minute: _____

If yes, with which software are you familiar? _____

AVAILABILITY (check all that apply): Nights Weekends Holidays Intercessions

Are you presently employed on or off campus? _____

If so, please list the following: Name of Department/Business: _____

Hours: _____

Do you know any of the graduate assistants presently employed by the library? _____

If yes, please provide their names: _____

Please list the names of three persons qualified to recommend you for employment in the University Libraries. These references do not necessarily have to be people at Carolina – they may be anyone you have known who would have knowledge of your work ethic.

1. Name: _____ Relationship (supervisor, professor, etc.) _____

Office Name: _____ City, State, Zip _____

Phone #: _____ E-mail Address: _____

2. Name: _____ Relationship (supervisor, professor, etc.) _____

Office Name: _____ City, State, Zip _____

Phone #: _____ E-mail Address: _____

3. Name: _____ Relationship (supervisor, professor, etc.) _____

Office Name: _____ City, State, Zip _____

Phone #: _____ E-mail Address: _____

Is any member of your immediate family employed by USC? _____

Name and department of employed member: _____

If employed by the library, you will be expected to be punctual to work, courteous to patrons of the library; dependable, conscientious and expected to work the hours arranged by you and your supervisor.

Please acknowledge your reading and option of this, by signing below.

Signature: _____

NOTE: Please attach your resume and a copy of your current class schedule to this application.

To fax completed application: 803-777-4661

*To mail completed application:
University of South Carolina
Thomas Cooper Library – Administrative Offices
1322 Greene Street
Columbia, SC 29208*

Completed applications will stay active until the end of each semester.

**THOMAS COOPER LIBRARY GUIDELINES AND PROCEDURES
FOR HIRING STUDENTS**

1. An application is submitted to the Administrative Office.
2. Your application is put on file for the current semester.
3. When an opening becomes available within a department, either the supervisor or department head from that particular department will come to the Administrative Office to review the applications on file.
4. If your application is selected you will be notified by phone or e-mail to schedule an interview with the department.
5. Upon being hired by the department you will need two legal documents of identification. (Preferably a driver's license, social security card, birth certificate, or passport.)
6. Let the supervisor or personnel administrator know if you are working for another department on campus.
7. International students must also show their I-20.
8. Direct Deposit is **MANDATORY** for all student hires. (If your direct deposit form is not submitted your check will be held at the Payroll Office.)
9. At no time will submitting an application guarantee employment.
10. Please do not contact supervisors or department heads.

Thank you for your interest in the Thomas Cooper Library.