Appendix A: Unpaid Internship Agreement

This is an agreement among _____ (Intern) and Northland Public Library. The purpose of this educational internship is for Intern to learn about public libraries and to gain valuable insight and experience.

The term of this internship begins on _____ and ends _____.

Conditions of the Agreement:

- The internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with Northland Public Library.
- The education received by the Intern from the internship is for the express benefit of the Intern.
- The Intern does not replace or displace any employee of Northland Public Library.
- The Intern will receive direct and close supervision by an appropriate supervisor.
- Northland Public Library does not derive an immediate advantage from the activities performed by the Intern.
- Intern is not entitled to wages or any compensation or benefits for the time spent in the internship.
- Northland Public Library is not liable for injury sustained or health conditions that may arise for the unpaid intern during the course of the internship.

The Intern specifically agrees to and acknowledges the following:

- This internship is educational in nature and there is no guarantee or expectation that the internship will result in employment.
- Northland Public Library may at any time in its sole discretion, terminate the internship without notice or cause.
- Intern will maintain a regular internship schedule determined by the Intern and his/her supervisor.
- Intern will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- Intern will obey the policies, rules and regulations of Northland Public Library and comply with Northland's business practices and procedures.
- Intern will furnish his/her supervisor with all necessary information pertaining to the unpaid internship, including related assignments and reports.
- Under no circumstances will Intern leave the internship without first conferring with Intern's supervisor.
- Transportation to and from the internship site is the responsibility of the Intern.
- While Intern is on Northland's premises, s/he is not considered an employee or agent of Northland Public Library for any purposes, including but not limited to workers compensation.
- Intern assumes all of the risks of participating in the internship program. In consideration of the opportunity afforded to the Intern to participate in the internship program, Intern hereby agrees that s/he, his/her assignees, heirs, guardians, and legal representatives, will not make a claim against Northland Public Library or any of its affiliated organizations, or either of their officers or directors collectively or individually, or any of its employees, for the injury to or death of Intern or damage to his/her property, however caused, arising from his/her participation in the

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internship program. Without limiting the generality of the foregoing, Intern hereby waives and releases any rights, actions, or causes or action resulting from personal injury or death to him/her, or damage to his/her property, sustained in connection with his/her participation in the internship program.

I understand that this unpaid, learning experience is not employment and that Intern is not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience.

Intern	NPL Executive Director
Date	Date

Approved 6-27-17