

## Call for applications Job Shadowing Programme by Bibliosuisse

**Broaden your professional horizons – gain insights, exchange experiences**

Would you like to gain a deeper insight into the work of a library of your choice outside Switzerland, learn about new ways of working and expand your network? Then our Job Shadowing Programme is just right for you!

The Job Shadowing Programme enables you to accompany colleagues abroad in their everyday library work for a limited period of time. This gives you practical insights into tasks, processes and decision-making procedures. The aim is to learn from each other, develop an understanding of different roles and strengthen cooperation.

### 1.

#### Why job shadowing? An overview of the significance and advantages

- Career orientation:  
Job shadowing offers a realistic insight into the day-to-day work of a library abroad.
- Networking:  
Job shadowing offers the opportunity to establish contacts with professionals abroad who may be helpful later on.
- Practical experience:  
In contrast to theoretical learning, job shadowing offers practical insights into the working methods and requirements of library staff abroad.
- Working culture:  
Job shadowing can also provide insights into the working culture and atmosphere of a library abroad.
- Exchange of knowledge and experience:  
Job shadowing can promote the exchange of knowledge between libraries at home and abroad.

## 2.

### For whom is the programme targeted?

The programme aims to offer four individual members of Bibliosuisse the opportunity to gain international experience, learn about best practices and expand their professional skills through direct observation in a foreign (European) library.

## 3.

### Requirements for participation

- Employment in a public, academic library or special library in Switzerland
- Minimum employment level of 50%
- At least 2 years of professional experience
- Completed professional training in the field of information + documentation:
  - Bachelor's/Master's degree in Science (FH)
  - CAS/MAS/DAS
  - EFZ/CFC/AFC Information + Documentation
  - Completion of certificate course or SAB basic course, with special proof of professional experience
- Individual membership of Bibliosuisse
- Convincing interest in international cooperation and cultural exchange

Applications based on dossier are possible.

## 4.

### Length of stay and destination

A total of 4 places are available for the job shadowing programme.

The programme must be completed by the beginning of April 2027 at the latest.

Applicants are responsible for organising their own travel destination within the budget guidelines. Bibliosuisse can provide support in contacting foreign associations if required.

- Length of stay: 7 days
- The destination can be freely chosen. The requirement is that the library must be in Europe and its profile must match the individual's field of activity.
- The desired destination must be specified in the application.
- Applications where contact has already been established with a host library will be given preferential treatment.

## 5.

### Budget

Bibliosuisse will cover travel expenses (transportation) and accommodation for 7 days:

5 days of practical insight into a library plus 2 days for arrival and departure.

- Travel expenses: maximum CHF 400
- Accommodation: maximum CHF 1'100

Personal expenses, such as meals, are not reimbursed.

Participants are responsible for arranging any visa that may be required.

Participants are responsible for organising their own travel and accommodation.

Expenses will be reimbursed immediately upon submission of an expense report including receipts.

## 6.

### Proof / Obligations

Participation in the programme entails the following obligations:

- Participation in a preparatory and debriefing meeting (online meeting) organised by Bibliosuisse
- Confirmation of the internship placement by the host library
- Written proof in the form of an article for our publication Bibliosuisse INFO:
  - Description of the host library
  - Presentation of the insights gained and learning experiences: support in everyday work, participation in meetings, project work and insight into typical areas of responsibility – where were you involved? What insights would you mention?
  - Reflection on the benefits for your own professional activity
  - Possible recommendations for the further development of the programme
  - Small selection of photos
- Willingness to report on the programme and personal experiences at an internal association event

## 7.

### Application

Interested colleagues are requested to send a short formal expression of interest (see form) to [heike.ehrlicher@bibliosuisse.ch](mailto:heike.ehrlicher@bibliosuisse.ch) by **31 March 2026 at the latest**.

After the application deadline, the International Commission will discuss the applications received. Applicants will be notified of the outcome at the beginning of April 2026.