

OCLC Online Computer Library Center
OCLC Minority Librarian Fellowship Program
2010 Program Guidelines

About OCLC

Founded in 1967 and headquartered in Dublin, Ohio, OCLC is a nonprofit library service and research organization that has provided computer-based cataloging, reference, resource sharing, eContent, preservation, library management and Web services to more than 60,000 libraries in 112 countries and territories. OCLC and its member libraries worldwide have created and maintain WorldCat, the world's richest online resource for finding library materials.

Every day, from our world headquarters in Dublin, Ohio, and locations around the world, OCLC employees help libraries offer better service to users. Our innovative online services and software provide libraries with the latest developments in information technology to help meet the growing demands of an increasingly high-tech society. OCLC cultivates a corporate culture that understands the value of a wide array of perspectives because inclusive thinking improves our solutions for libraries and the diversity of people they serve. Our diverse workforce enjoys an environment where each of us feels respected and valued, thereby enabling us to build broad commitment and ownership for the work of the cooperative.

Program Overview.....

OCLC's Minority Librarian Fellowship offers an opportunity unlike any other. As the world's leading library cooperative, OCLC offers global exposure through its enterprise-wide product portfolios and operations. OCLC Minority Librarian Fellows will spend time in an assigned host unit, such as Metadata Contract Services or Question Point, working on content-specific projects such as cataloging or cooperative reference services. In addition, the Minority Librarian Fellows will spend time in the Global and Regional Councils division, with an orientation to OCLC and the OCLC member community, participation in OCLC governance meetings, and opportunities for shared learning experiences with many library and information professionals. Each Fellow will have a unique and specifically tailored experience.

Description of the Fellowships.....

In 2010, there will be two fellowships with different assignments.

<p style="text-align: center;">Cataloging – Metadata Services</p> <p>The Cataloging Fellow will participate in several Metadata services, including cataloging for client libraries with emphasis on non-English materials, assistance in the selection and cataloging of materials for language sets, quality control work for WorldCat, and CIP upgrades. The opportunity to work with and create NACO authority records, along with exposure to a book vendor warehouse operation is included. This Fellow will spend 3-4 months each in Metadata Contract Services, Quality Control, and the Cataloging in Publication Upgrade. (The Fellow will spend 8-9 months in Dublin, OH and 3-4 months in Blackwood, NJ.)</p> <p><u>Specific requirements:</u></p> <ul style="list-style-type: none"> • Strong interest in specializing in cataloging/technical services • Fluent reading skills in a language other than English • Some familiarity with MARC, AACR2, Dewey decimal classification or Library of Congress Classification, Library of Congress subject headings (course work would be acceptable). • Good communication skills • Flexibility • Self-directed 	<p style="text-align: center;">Question Point – Cooperative reference service</p> <p>The Question Point Fellow will have a unique opportunity to help develop an intern/practicum program for MLIS students geared towards virtual reference. The Fellow will make contact with MLIS schools in the U.S. and Canada and work with designated faculty or staff to outline areas of possible interest, research, and work within the Question Point platform, cooperative, and databases. The Fellow will have a significant role in launching the program and overseeing MLIS interns during the fellowship year.</p> <p><u>Specific requirements:</u></p> <ul style="list-style-type: none"> • Strong interest, with significant MLIS coursework or experience, in library reference services • Strong interest, with significant MLIS coursework or experience, in virtual reference • Some experience at a reference desk or other public services desk is highly desirable • Good communication skills • Flexibility • Self-directed
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Salary and Benefits

- Salary will be very competitive and commensurate with experience and applicable market compensation
- The Fellows will be eligible for health & welfare benefits such as is provided to other similarly situated term-limited employees
- Relocation Assistance will be offered in the form of a lump sum distributed in two installments (50% at signing of offer and 50% after 90 days). The amount of the lump sum will be determined by the distance required for relocation during the term of the fellowship

Eligibility

Listed below are the position requirements:

- ALA-accredited MLS/MLIS or other graduate degree in technology with a special emphasis in libraries or other cultural heritage institutions (granted by January 2010)
- Have less than three years' post graduate work experience
- Demonstrated awareness and sensitivity in issues of inclusion/diversity: strong awareness of other cultures and viewpoints, appreciation for the benefits of diversity in the workplace and library community, behavior which demonstrates the ability to work with people at all levels and from different backgrounds
- Strong organizational skills which include the ability to organize work plans and processes toward a targeted outcome
- Exceptional communication skills – written, oral, small group presentation
- Selected individual must represent historically underrepresented groups (i.e., defined in a manner consistent with the 2007 EEO-1 reporting classifications)

Required Submissions

Candidate Profile

Create your candidate profile at the OCLC Careers Center Internet site. Once you select to apply for the OCLC Minority Librarian Fellowship Program, you will be asked the following questions as you create your profile:

- Are you legally authorized to work in the United States?
- Will you now or in the future require sponsorship for employment visa status (e.g., H-1B, F-1 visa status)?
- List your library-related educational experience. Please include: name of degree and major; educational institution city/state/country; year degree awarded.
- List any additional educational experience. Please include: name of degree and major; educational institution city/state/country; year degree awarded.
- List the names of two persons (unrelated to you) who will be submitting letters of recommendation for you. Please include the e-mail address and phone number of the two recommenders.
- List your involvement with professional/student organizations (provide detailed listings of your activities and involvement with library and information science-related organizations); publications (citations for up to five key publications); and honors and awards.
- List any employment experience, most recent position first. Please include: position title; institution; institution mailing address; dates of employment; and key responsibilities.

Essay

Provide an original essay (in a separate MS Word Document) of no more than 1,000 words describing why you want to participate in the OCLC Minority Librarian Fellowship Program, and how the experience will contribute to your short-term and long-term career plans. The essay should also demonstrate insight into the problems and opportunities surrounding inclusion/diversity in the library workforce.

Recommendation Letters

Two persons (unrelated to you) will need to submit letters of recommendation on your behalf directly to minlibfellow@oclc.org. Letters of recommendation **MUST** be sent separately via e-mail from the recommender’s e-mail account (applicants may NOT submit the letters). Recommenders should state how long they have known you and in what capacity, discuss evidence of your commitment to professional development and service, and give an assessment of your promise as a developing professional.

Application Procedures

Application is initiated by applying to a specific fellowship. The Metadata Services Job ID number is 1763 and the Question Point cooperative reference Job ID 1764, OCLC Minority Librarian Fellowship Program, at the OCLC Careers Center Internet site, www.oclc.jobs, where you will need to create an OCLC candidate profile.

Important:

- If you are applying for both positions, you will only have to create one profile, but you must select both positions when applying. However, you will need to select both positions in your candidate profile to ensure that both have been submitted.
- When creating your profile, you will arrive at a section to ‘upload your resume’. Please use that section to **upload your original resume and essay in one file (both your resume and essay must be merged into one document before submitting the file online)**. If you experience problems uploading your file (resume and essay), please submit the file (resume and essay) directly to: minlibfellow@oclc.org.

The application initiation and all required submissions (resume, original essay and two letters of recommendation) **MUST** be completed and received by Tuesday, September 8, 2009 at 5:00 p.m. EST. Materials received after 5:00 p.m. EST on September 8, 2009 will not be considered.

Selection Process and Award Notification.....

An appointed Selection Committee comprised of representatives from OCLC will evaluate and score the applications. Criteria for evaluations will include initial screening criteria such as education, eligibility and completeness of submission. Qualified applications will be further assessed on the quality and strength of their essay, professional/student activities, recommendations and any prior work/volunteer experience. Selected Fellow recipient will be contacted in November 2009 to be informed of selection and to confirm participation.

Timeline and Key Dates

OCLC Minority Librarian Fellowship Program

Program Applications Accepted	▶ ▶ ▶ ▶	August 4 to September 8, 2009
Application Deadline	▶ ▶ ▶ ▶	September 8, 2009
Fellow Selection Process	▶ ▶ ▶ ▶	September to October 2009
Notification of Decision	▶ ▶ ▶ ▶	November 6, 2009
Fellowship Program Starts	▶ ▶ ▶ ▶	January 4, 2010
Fellowship Program Ends	▶ ▶ ▶ ▶	12 months after start date

Questions

Please submit questions about the OCLC Minority Librarian Fellowship Program directly to:
minlibfellow@oclc.org.