I. Introduction

The Library Fellows Program was created to provide exceptional, early-career library professionals the opportunity to contribute to program areas of distinction and strategic priority in a dynamic academic research library. Fellows will work with and learn from colleagues who are recognized leaders in programs which serve the expanding needs of this world-class institution as well as contribute to the wider academic community. Library Fellows will have the opportunity to expand their skills and experience in ways that position them to excel and lead in the research library profession.

Applicants to this competitive program must have an ALA-accredited MLS/MLIS or an advanced degree in a relevant subject/field conferred within two years of their application to the program. The requirement of a recently acquired advanced degree means that this will likely be the first professional position for those accepted into the program. The program is designed to provide Fellows with an accelerated start on their academic research library career by embedding them within a strategic program area of MIT Libraries. Fellows are fully integrated members of the Libraries administrative staff, and have opportunities to interact and collaborate with librarians and other professional staff across the organization.

From the Libraries’ perspective, the Fellows Program provides a distinctive organizational opportunity to advance key strategic initiatives. The Program is designed to attract early-career library professionals with valuable skills and competencies in areas of strategic importance to the MIT Libraries. The expectation is that both the Fellows’ professional goals, and the Libraries’ strategic goals, will be mutually advanced as part of their participation in this program.

This document is intended to serve as an internal guide to the program, to help ensure that the Fellows experience is successful for both the Fellow and the organization as a whole.

II. Guiding Principles

- The MIT Library Fellows Program is a professional fellowship, not an independent research/academic fellowship. The expectation is that Fellows will grow and learn though applied engagement with the work of the Libraries, collaborating with other library staff as appropriate.
- Fellows will be integrated within their assigned department or work unit and participate in relevant departmental activities (e.g., departmental meetings) as appropriate for members of administrative staff.
- Fellowships do not preclude Fellows from engaging in the operational activities of the assigned department. Indeed, direct engagement with departmental operations will provide
the Fellow with valuable professional experience. Operational responsibilities may be balanced with project/program assignments within the department or broader organization. The Fellows Supervisor will work with the Fellow to strike the appropriate balance of work responsibilities.

III. Program Details

- Fellows are appointed to two-year term positions at the rank of Librarian I (classified as MIT administrative staff, with the standard benefits package, including a relocation allowance if applicable).
- Ideally at least two Fellows are hired during a fellowship recruitment period, to provide the Fellows with a cohort experience during their tenure at MIT.
- Fellowship opportunities are scoped to a specific program area or departmental assignment, and may have specific qualification requirements above and beyond the core application requirements for the program.
- Each fellowship has its own selection committee and share the same recruitment timetable.
- Each Fellow is supervised by an individual member of the administrative staff representing the program area or departmental assignment for the fellowship.
- Fellows have access to a local Fellows Advisory Team, comprised of members of the Selection Committee, to supplement their professional development experience in the fellowship.
- Fellows are allotted the same professional development travel allowance and have the same access to critical skill development funds as provided to administrative staff.
- Fellows also receive an additional stipend for critical skill development.
- Fellows follow the same performance and salary review processes as all administrative staff, with a review at 6 months, 1 year and then every May thereafter.

IV. Timeline

- Fellowship(s) posted by early January, preferably prior to ALA-midwinter
- Application deadline late-February
- Selection process completed and appointment(s) made in early June
- Fellowship(s) begin July-September, preferably at or about the same time

V. Staff Roles

Fellows Supervisor

- Takes the lead on developing the fellowship position description and qualifications. (see Appendix A)
- Serves as chair of the Fellows Selection Committee.
- Presents selection committee summary and candidate evaluations to Steering Committee.
- Completes New Employee Orientation Checklist with Fellow and provides onboarding support to ensure successful integration into the department and Libraries.
• Sets goals and prioritizes work assignments for the Fellow.
• Performs supervisory functions (e.g., approves travel request, annual reviews, conducts performance reviews)
• Provides guidance, support and informal mentoring support.

Fellows Associate Director (AD)

• Approves fellowship position description for posting.
• Participates in Fellows program planning and assessment activities.
• Meets with Fellow on a regular basis to provide organizational context for work, and informal mentoring support.
• Reports out on the Fellows Program in Steering Committee.
• Provides guidance to the Fellows Supervisor as needed.

Human Resource (HR) Administrator

• Creates and posts fellowship announcement.
• Manages fellowship recruitment and selection process.
• Serves on the selection committee for the fellowship.
• Leads Fellows Program assessment activities.

Fellows Selection Committee / Fellows Advisory Team

• Participates in recruitment and selection efforts for the fellowship, including resume review, interviews, and candidate evaluations.
• The selection committee converts to a Fellows Advisory Team at the start of the fellowship.
• As Fellows Advisory Team member, provides onboarding for the Fellow, serves as a resource for the duration of the Fellow’s appointment and may provide informal mentoring support.

Director of Libraries

• Meets with Fellow at the beginning, middle, and end of the fellowship to provide an overview of the Libraries’ mission and goals and to discuss broader issues in the research library profession.

VI. Scheduled Program Events

This section describes planned programming components that will occur during the lifecycle of the fellowship after Fellows have been selected. These are chronologically ordered.

A. Planning Meeting for Fellows Arrival

The Fellows Supervisors, Fellows ADs, and the Human Resources Administrator meet jointly prior to the Fellows arrival to review the Guide to the MIT Library Fellows Program and clarify expectations for the program.
B. Joint Meeting of Fellows Selection Committees

The Fellows Supervisors, Fellows ADs, and the Fellows Selection Committees meet jointly prior to the Fellows arrival to discuss the role of the Fellows Advisory Team as part of the fellowship experience.

C. Welcome Event for Fellows

The Fellows Supervisors host a joint welcome event for the Fellows within the first month of the fellowship.

D. Welcome Lunch w/ Respective Selection Committees

Fellows are invited to a welcome lunch with their respective selection committee within the first month of the fellowship; this lunch functions as a kickoff of the Advisory Team component of the program.

E. Fellows Introductory Meeting with Associate Director

Fellows meet individually with the Associate Director for their area within the first month of their fellowship.

F. Fellows Introductory Meeting with Director of Libraries

Fellows meet individually with the Director of Libraries within the first three months of their fellowship.

G. Departmental Meet-and-Greets

During their first three months at MIT, Fellows will meet with representatives of all departments in the MIT Libraries. The Department Heads will be called upon by the Fellow's Supervisor, Fellow's AD, or HR Administrator to reach out to the Fellows to schedule a “meet-and-greet”. Department Heads will determine the format for these “meet-and-greet” meetings.

H. Initial Program Assessment Meetings

These meetings (discussed in more detail below) provide an early opportunity to ensure that Fellows are properly integrated in the program and are off to a good start. Also provide an opportunity to clarify expectations for the Fellows Supervisors.

I. Midterm Meeting with Director of Libraries

Fellows meet individually with the Director of Libraries at the end of their first year of their fellowship.
J. Fellows Presentation to Staff

Near the end of their fellowship, the Fellows will present some aspect of their fellowship work at an appropriate venue, e.g. as part an all-staff meeting agenda, a separate brownbag event advertised to prof-lib, or other venue.

K. Final Meeting with Director of Libraries

Fellows meet individually with the Director of Libraries in the last month of their fellowship.

L. End of Fellowship Recognition

Fellows are publicly recognized near the end of their Fellowship at an event open to all library staff, e.g. part of an all-staff meeting agenda, a standalone event just for the Fellows. Fellows Supervisors should share brief remarks about the Fellows accomplishments at this recognition event.

M. Capstone Dinner

Fellows are invited to a celebratory dinner attended by the Fellows, their supervisors, Fellow Advisory Team members and the Associate Director, to congratulate them on the completion of their Fellowship.

VII. Advisory Mentoring

MIT Library Fellows are selected for their potential to excel and lead in the research library profession. To help realize this potential, the program provides each Fellow with a network of local advisors at the start of their fellowship. The purpose of this Fellows Advisory Network is to provide Fellows with access to a diverse group of library professionals who are available for onboarding and guidance during the course of their fellowship at MIT.

Fellows Advisory Network

- Fellows Supervisor
- Fellows ADs
- Fellows Advisory Team

The advisory component of the program is defined as informal in that there are no established guidelines for the relationships, nor will outcomes be formally measured, as is the case in formal mentoring relationships. Each advisor may play a different role in supporting the Fellow’s experience which will evolve relative to the Fellow’s needs and the Advisory Team member’s knowledge of MIT, library experience, professional interests, etc.

Advisors are encouraged to set up an introductory meeting with the Fellow within the first three months of their arrival at MIT. The purpose of this first meeting is for the advisor and Fellow to learn from and about each other and to identify areas where the advisor may provide support to the Fellow. The Fellows Program does not propose specific parameters for these relationships, including the format and frequency of meetings or the discussion topics. The relationship should
take a form that is both natural for the advisor and useful in advancing the Fellow’s knowledge of MIT and the Libraries and his/her professional development. While not a prescribed outcome for the relationship, it may turn into a more formal mentor/mentee relationship over time if mutually desired and agreed upon by the principles.

It is expected that all members of the Fellows Advisory Team will contribute in some way to the onboarding process – introducing the Fellow to the MIT Libraries, including its culture, mission, values, work practices, etc. from the most basic (where to get the best coffee) to the more formal (organizational goals), in addition to discussing topics of mutual professional interest.

VIII. Resources Program for Supervisors and Mentors

Suggested resources available from Libraries HR Administrator:
- MIT Libraries New Employee Checklist
- Employee onboarding: identification of best practices in ACRL
- Guide to Informal Mentoring

IX. Program Assessment

The Fellows Program will be assessed through series of “check-in” meetings throughout the course of the fellowship according to the schedule below. The goal of these meetings is to identify opportunities to improve the fellowship experience for current Fellows and Supervisors, and to inform enhancements to the program as a whole. These program assessment activities are independent from the annual administrative staff review process that Fellows will participate in as part of their employment at the MIT Libraries.

Initial Assessment

- The Fellows Supervisors and Fellows ADs meet jointly to share and discuss initial impressions of the fellowship experience from the Supervisor perspective.
- The HR Administrator meets with Fellows individually to gather initial impressions of the fellowship experience from the Fellows perspective.
- The HR Administrator and the Fellows ADs meet as a group to share notes from the Fellows and Fellows Supervisor meetings to identify areas for program improvement or other adjustment.
- The Fellows ADs report back to Steering Committee with findings from the initial assessment.

End of Fellowship Assessment

- HR Administrator and Fellows AD conduct independent “exit interviews” with each Fellow to collect feedback from them about their experience in the program.
- The Fellows Supervisors and Fellows ADs meet jointly to discuss lessons learned from the fellowship experience and identify potential areas for improving the program going forward.
- The Fellows ADs provide an end of fellowship report back to Steering Committee.
Appendix A.

LIBRARY FELLOW FOR
DIGITAL CURATION AND PRESERVATION
2012-2014

The Library Fellows Program was created to provide exceptional, early-career library professionals the opportunity to contribute to program areas of distinction and strategic priority in a dynamic academic research library. Fellows will work with and learn from colleagues who are recognized leaders in developing programs which serve the expanding needs of this world-class institution as well as contributing to the wider academic community. Library Fellows will have the opportunity to expand their skills and experience in ways that position them to excel and lead in the research library profession. Applications are invited for this two-year position, with a start date planned for summer or early fall of 2012.

POSITION DESCRIPTION: Reporting to the Head of Curation and Preservation Services, the activities of this position will span the full life-cycle of digital content management through collaboration with the Institute Archives and Special Collections, Specialized Content and Services, and structured interactions with other key units of the MIT Libraries. Activities include:

- Engagement in a range of activities related to the long-term management of digital content types (e.g., video, web content, architectural or other design documentation, geospatial), including the development of principles of good practice, development of selection criteria, determination of archival storage rules, and definition of digital object packaging;
- Contribution to monitoring prevailing community standards and practice for curation and preservation to enhance and extend life-cycle practice at the MIT Libraries;
- Development of outreach materials and guides to raise awareness about the benefits and challenges of curation and preservation;
- Initiation of an experiment to address a specific curation or preservation need.

Specific position/project responsibilities will be more fully developed early in the appointment, based on the strengths and opportunities presented by the appointee.

QUALIFICATIONS: Applicants must have an ALA-accredited MLS/MLIS or an advanced degree in a relevant subject/field received within the past two years. In addition we are seeking candidates with: a demonstrated understanding of and interest in the mission of academic libraries; an articulated special interest in and foundation for gaining expertise in one or more of the program areas; evidence of self-directed learning and adaptability; demonstrated commitment to professional growth and contribution; an entrepreneurial and risk-taking aptitude; facility in the use of technologies, and experience and interest in emerging library technologies; excellent interpersonal skills, including the ability to work collaboratively as part of a team and to work successfully with a diverse population; strong communication skills including the ability to write and document clearly; demonstrated ability to be flexible and tolerate ambiguity; the potential for success working in a fast-paced, dynamic environment; and, leadership potential as confirmed by references. Applicants must be eligible, without requiring MIT sponsorship, to work immediately in the U.S. for a two-year period.

SALARY AND BENEFITS: $51,000 minimum annual salary. MIT offers excellent benefits including a choice of health, dental and vision plans, a retirement plan, and tuition assistance. Fellows will be provided a modest
Guide to the MIT Library Fellows Program

relocation allowance. An annual allowance will be provided for professional development with additional funds available for skill development as appropriate.

APPLICATION PROCESS: Apply online at: http://hrweb.mit.edu/staffing/ . Please include cover letter (speaking to interest in a career in academic libraries as well as specific skills, interest in program area as defined), résumé, and contact information for three references. References may include library faculty, supervisors, mentors, etc. – individuals who can speak to potential for success as Library Fellow. Review of applications for this and another position (Fellow for Scholarly Publishing and Licensing) will begin May 21st and continue until the position is filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates.

The Massachusetts Institute of Technology is a world-class education and research institution committed to generating, disseminating, and preserving knowledge, and to working with others to bring this knowledge to bear on the World’s great challenges. It is dedicated to providing its students with an education that combines rigorous academic study and the excitement of discovery with the support and intellectual stimulation of a diverse campus community. We seek to develop in each member of the MIT community the ability and passion to work wisely, creatively, and effectively for the betterment of humankind.

Located on 168 acres that extend more than a mile along the Cambridge side of the Charles River Basin, MIT is independent, coeducational, and privately endowed. Its five schools and one college encompass numerous academic departments, divisions, and degree-granting programs, as well as interdisciplinary centers, laboratories, and programs whose work cuts across traditional departmental boundaries.

Through a culture that encourages innovation and collaboration, the MIT Libraries are redefining the role of the 21st century library – making collections more accessible than ever before, and shaping the future of scholarly research. Library staff, at all levels, contribute to this spirit of innovation and to the mission of promoting learning, discovery and the advancement of knowledge at MIT and beyond. “Reinventing the Research Library: The MIT Libraries in the 21st Century” is a short video that looks at how the Libraries are expanding beyond their traditional role to shape 21st century research library -- creating innovative services, reaching out to students and faculty, and leading efforts to increase global access to MIT’s scholarly work.

The MIT Libraries support the Institute’s programs of research and study with holdings of more than 2.9 million print volumes and 3.1 million special format items, and terabytes of MIT-owned digital content. In addition, rare special collections, institute records, historical documents, and papers of noted faculty are held in the Institute Archives and Special Collections. Library resources and services are accessible to students and researchers through the Libraries’ website (http://libraries.mit.edu/), and library spaces are widely available for both collaborative work and quiet study. Traditional library resources are supplemented by innovative services for bioinformatics, GIS, metadata, social science data, and research data management services, as well as multimedia facilities and services for video production, conferencing, webcasting and distance education. The Libraries utilize the Ex Libris Aleph system for its Integrated Library System, the Archivists’ Toolkit for archival collection management, and DSpace for its digital repository. Other MIT repositories include: Dome, a second DSpace instance, providing access to a sizable image collection and other digital collections owned by the MIT Libraries; the MIT Geodata Repository for a diverse collection of GIS Data; and MIT’s DataVerse for licensed social science datasets. MIT Libraries maintain memberships and affiliations in arXiv, Association of Research Libraries, the BorrowDirect group, the Boston Library Consortium, DDI Alliance, DuraSpace, HathiTrust, CLIR/Digital Library Federation, the Coalition of Networked Information, the Coalition of Open Access Policy Institutions, EDUCAUSE, Digital Preservation Network, North East Research Libraries, OCLC Research Library Partnership, ORCID, and Portico.
LIBRARY FELLOW FOR
SCHOLARLY PUBLISHING AND LICENSING
2012-2014

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POSITION DESCRIPTION: Reporting to the Program Manager, Office of Scholarly Publishing and Licensing (OSPL), this position will work with staff within the Libraries as well as the wider MIT community. Activities include:

- Contribution to the work of the OSPL in the areas of copyright advocacy, intellectual property, open access, and rights retention;
- Participation in building a repository collection of open access papers under the MIT Faculty Open Access Policy;
- Examination and reporting on the effectiveness and impact of the Policy in the context of faculty publishing practices and publisher policies;
- Contribution to implementing the next generation technical infrastructure for managing open access workflows.

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