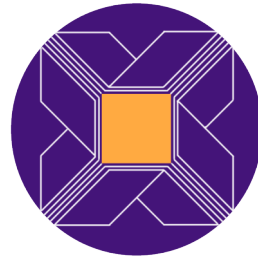


**ASSOCIATION OF
RESEARCH LIBRARIES**



Initiative to
Recruit a Diverse
Workforce

2007-2009

Information
Packet

ARL INITIATIVE TO RECRUIT A DIVERSE WORKFORCE

PROGRAM OVERVIEW

The ARL Initiative to Recruit a Diverse Workforce, funded by the Institute of Museum and Library Services and ARL member institutions, offers a stipend of up to \$10,000 (over two years) to attract students from underrepresented groups to careers in research libraries. These stipends can be coupled with any other financial aid to provide an extra incentive for completing library school as well as providing the opportunity to work in an ARL library upon graduation. This initiative reflects the commitment of ARL members to create a diverse research library community that will better meet the new challenges of global competition and changing demographics.

Program Goal and Objectives

- To attract MLS students from underrepresented groups to careers in research libraries.
- Strengthening participants leadership skills via a Leadership Institute held in conjunction with ALA Midwinter meeting; and
- Developing a network of mentors who will guide and nurture the career development of the participants.

Program Design

The ARL Initiative to Recruit a Diverse Workforce comprises three components over a two-year timeframe: (1) stipend award and disbursement, (2) an ongoing Mentoring Relationship, and (3) a two-day leadership institute hosted in conjunction with ALA Midwinter meeting. The Leadership Institute includes a networking session where ARL Diversity Scholars will interact with other MLS students participating in an IMLS grant funded program and library leaders from across the nation. A "community of learners" will be created when participants interact in in-person exchanges, online interaction, and hands-on experiences with mentors.

Mentor Relationship

Mentors will be recruited based on interest, from the past fellows of the Leadership and Career Development Program. Mentors are asked to commit time to the Program's success; ability to interact electronically and in-person as needed with his or her designated protégé. Mentors are expected to interact selectively, but regularly, with ARL Diversity Scholars via the Internet, conference calls, and by attending the Networking Reception held in conjunction with ALA Midwinter meeting. Scholars and mentor pairs will establish mutual expectations for their newly developed working relationship.

Program Promotion

The ARL Initiative to Recruit a Diverse Workforce is a highly visible program sponsored by ARL member institutions. ARL Diversity Scholars are expected to work with ARL to provide information (i.e. resume, photo, email address, etc.) to inform the ARL community about one's participation in the program. ARL will announce the Diversity Scholars in print, online, and other communication vehicles, and provide information about each scholar on a public Web Site.



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Application

Application Criteria

1. Member of an underrepresented racial or ethnic group. (Note: Racial and ethnic group membership is based on the categories outlined in the U.S. Census. Racially and ethnically underrepresented groups include: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, Hispanic or Latino.)
2. Be accepted into an ALA accredited MLS program
3. Interest in pursuing a career in a research libraries

Completed application packets should include:

1. Completed application summary sheet
2. Résumé
3. Official undergraduate and/or graduate school transcripts including your last academic semester completed
4. Three letters of reference: one of the three references should be a supervisor or school faculty member that can submit a letter that speaks to the applicant's
 - a. Oral and written expression
 - b. Achievements
 - c. Interpersonal skills (e.g. ability to work as a part of a team)
 - d. Applicants initiative
5. 350-word essay describing what attracts you to a professional position in an ARL library (Essay should be typed and addressed to the Initiative Selection Committee). Criteria for evaluating the essays:
 - a. clarity and content
 - b. clear goals and benefits
 - c. enthusiasm
 - d. potential growth perceived
 - e. professional goals
6. Official letter of acceptance from an ALA accredited library school.

Prospective participants in the Initiative to Recruit a Diverse Workforce should submit application materials directly to ARL. ARL will collect applications and prepare them for review and selection by the ARL Diversity Working Group. Completed application packets are due by **Friday, August 31, 2007.**



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Submission guidelines:

All applicants are required to submit the following information in one complete PDF file. Applicants who have previously applied, should resubmit their application in accordance to these guidelines.

The application summary sheet, resume, essay, and the official library school admissions letter must be scanned into a single PDF file in the following order:

- i. Applicant Summary Sheet (type written)
- ii. Essay
- iii. Resume
- iv. Official letter of acceptance from an ALA accredited library school.

The completed PDF file should be submitted to jerome@arl.org with the following email subject heading: **INIT Application _ Applicant's last name** (i.e. **INIT Application_Offord**).

All transcripts and letters of reference must be mailed directly to:

Jerome Offord, Jr.
Director, Diversity Initiatives
Association of Research Libraries
21 Dupont Circle, NW #800
Washington, DC 20036-1118



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2007-2009 PROGRAM SCHEDULE

2007

August 31 st	Completed applications due
October 10 th	Candidates notified of selection decisions
October 17 th	Memorandum of Agreements (see attached sample) and enrollment verification due to ARL
November 1 st	Fall 2006 stipends disbursed
November 15 th	Complete travel arrangements for ALA Midwinter

2008

January 7 th	Fall 2007 course completion record and spring 2008 enrollment verification due to ARL
January 10 th -13 th	ARL Annual Leadership Institute ALA Midwinter, Philadelphia, PA
January 21 st	Spring 2008 stipends disbursed
April 23 rd -26 th	Purdue University visit (tentative dates)
May 26 th	Course completion record due to ARL
August 25 th	Course enrollment verification due to ARL
September 15 th	Fall 2008 stipends disbursed
December 28 th	Course completion records and spring 2009 enrollment verification due to ARL

2009

January 12 th	Spring 2009 stipends disbursed
May 25 th	Course completion record due

Travel Information

Participants will be allowed up to \$500 each for travel expenses to attend the Leadership Institute. These funds may be used for air and/or ground transportation, and incidentals associated with attendance at the Leadership Institutes (not meals). The ARL Initiative to Recruit a Diverse Workforce will support up to two nights lodging (double occupancy) and most meals for the Leadership Institute. ARL Diversity Scholars are expected to attend the Leadership Institute during their first year in the program.

For questions about the application process please contact Jerome Offord Jr., Director of Diversity Initiatives, by e-mail at <jerome@arl.org> or by phone at 202-296-2296. Or



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visit the ARL Initiative to Recruit a Diverse Workforce Website at:
<http://www.arl.org/diversity/init/>.

APPLICATION PACKET CHECKLIST (do not include with application)

- ___ Applicant Summary Sheet
- ___ Resume
- ___ Official undergraduate and/or graduate school transcripts including your last academic semester completed
- ___ Three Letters of reference: one of the references should be a supervisor or graduate school faculty member that can submit a letter that speaks to the applicant's:
 - * Oral and written expression
 - * Achievements
 - * Interpersonal skills (e.g. ability to work as a part of a team)
 - * Initiative

- ___ 350-word essay describing what attracts you to a professional position in an ARL library (Essays should be typed and addressed to the Initiative Selection Committee). Criteria for evaluating the essays:
 - * Clarity and content of form
 - * Clear goals and benefits
 - * Enthusiasm
 - * Potential growth perceived
 - * Professional goals

- ___ **Applicant must submit proof of acceptance to an ALA-accredited MLS program.** *If application is submitted prior to admittance to an MLS program, applicant must follow up with ARL by application deadline with proof of acceptance.*

Applications are due by Friday, August 31, 2007.

If you would like more information about the ARL Initiative to Recruit a Diverse Workforce, please contact Jerome Offord, Jr., Director of Diversity Initiatives at (202) 296-2296 or jerome@arl.org. Funding made available by the Institute of Museum and Library Services.



ARL INITIATIVE TO RECRUIT A DIVERSE WORKFORCE

APPLICATION SUMMARY SHEET

Name: _____

Street Mailing Address: _____

City, State, and Zip: _____

Email Address: _____

Telephone (w): _____ (h): _____

Racial/Ethnic Identity: _____

(Note: Racial and ethnic group membership is based on the categories outlined by the U.S. Bureau of the Census.)

Are you currently enrolled in a MLS or equivalent program?

1. Yes ____ No ____

2. If yes, please list the program: _____

3. How many graduate-level course hours are you currently enrolled in?

4. How many courses will you be taking in the upcoming term? _____

5. What is your expected date of graduation: _____

(This information is shared with ARL Libraries for hiring purposes.)

If you are not currently enrolled in a M.L.S. or equivalent program:

1. when do you intend to begin such a program? _____

2. which program(s) have you applied to or intend to apply?

1. _____

2. _____

3. _____

3. How many courses will you be taking in the upcoming term? _____

4. What is your expected date of graduation: _____

(This information is shared with ARL Libraries for hiring purposes.)

Are you currently working in a library?

Yes ____ No ____

If yes, please list the library and your position title below:



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Sample Memorandum of Understanding

between

ARL DIVERSITY SCHOLAR, Participating ARL Libraries, and
Association of Research Libraries, describing stipend terms related to the *ARL Initiative to Recruit a Diverse Workforce*

I. Parties

The parties to this Memorandum of Understanding (MOU) are the Association of Research Libraries ("ARL"), Participating ARL Libraries ("Participating Library(ies)"), and *ARL Diversity Scholar* ("Awardee"). The purpose of this Memorandum is to describe the relationship between ARL, Participating Libraries, and Awardee in regard to the *ARL Initiative to Recruit a Diverse Workforce* ("Initiative"), a stipend and professional recruitment program.

AGREEMENT

- A. ARL will award \$2,500 per academic semester for up to two (2) academic years to Awardee. A total of \$10,000 over two years.
- B. ARL will cover cost associated with the Leadership Symposium held in conjunction with ALA Midwinter.
- C. ARL will assign a mentor to awardee to advice, guide, and assist awardee while in the program.
- D. Stipend renewal is contingent upon academic standing in an ALA accredited MLS Program.
- E. Awardee will secure an employment relationship with a Participating Library for a minimum of two (2) years upon completion of M.L.S. or equivalent degree from an ALA-accredited program.

II. Term

This agreement shall commence upon the effective date of this agreement and shall terminate upon completion of a two-year term with one or more Participating Library.

III. Termination

Any party may terminate this agreement for convenience without cause by providing ninety days written notice. In the event that Awardee terminates agreement, Awardee shall provide written explanation of cause for termination to ARL and to Participating Library, if employed by such institution at time of termination.

IV. Responsibilities

- A. Awardee shall be responsible for remaining enrolled in at least 6 graduate credit hours per term through completion of the M.L.S. or equivalent degree from an ALA accredited program.
- B. Awardee is responsible for appropriate use of scholarship funds (educational expenses) and for any associated taxes.
- C. Awardee shall be responsible for sharing professional skills and interests with ARL, so that appropriate placement support can be provided.
- D. Awardee is responsible for actively participating in the assigned mentoring relationship.
- E. Awardee shall be responsible for following the designated program schedule.



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- F. ARL shall engage in good faith efforts to match and assist in the placement of Awardee with a suitable professional position in a Participating Library.
- G. Awardee shall engage in good faith efforts to seek and apply for open positions in Signature Libraries.
- H. ARL is responsible for sharing, in a timely fashion, information regarding position openings and other professional opportunities extended to Awardees.
- I. Participating Libraries shall be responsible for marketing open positions via ARL.
- J. Participating Library shall be responsible for providing Awardee with a formal mentoring relationship and professional development opportunities upon securing an employment relationship with Awardee.

V. Changes and Amendments

ARL, Participating Libraries, and Awardee agree to enter into independent third party mediation in the event of disagreement over the interpretation of this contract prior to any litigation through the court systems.

VI. Signatures

The MOU requires a signature from the Diversity Scholar and an ARL representative.

Program fund made available from the Institute for Museum and Library Services

