

Beinecke Rare Book & Manuscript Library Professional Fellowship Program 2017

Yale University's Beinecke Rare Book and Manuscript Library welcomes applications from current graduate students in library science, information studies, preservation, archives or a related program for its newly constituted professional fellowship program. The program has been designed to provide practical experience to current graduate students interested in pursuing a career in a special collections library setting.

The Beinecke Library is Yale's principal repository for literary archives, early manuscripts, and rare books as well as strong collections of historical materials. Its collections are internationally known and heavily used by scholars from around the world. For further information about the Beinecke Library, consult the library's web site at: <http://www.library.yale.edu/beinecke>.

Professional fellows will work in an area of their specific interest and have the opportunity to learn more about how special collection libraries and major research libraries are organized and function. Professional fellows will undertake and complete a project based on their interests and skills, as well as the needs of the Library.

The Beinecke Library has two professional fellowships available for the summer of 2017, and is looking to host a professional fellow in the following areas (see the list at end for additional details):

- **Research services and teaching with special collections**
- **Rare book cataloging**

Professional fellows will work closely with staff in each of these areas and will be integrated into the broader operations of the library through tours, meetings with staff in the Beinecke Library and the Yale University Library, and participation in special projects as available and necessary.

Eligibility and requirements

- Applicants must be current graduate students in good standing in a library science, information studies, preservation, archives or related program
- Applicants must have completed at least three courses before the start date of their professional fellowship
- Applicants must commit to 10 consecutive weeks of employment between June 1st and August 31st, 2017
- At the end of the professional fellowship, fellows will be required to submit a final report describing their experiences or participate in an exit interview
- Applicants must be eligible to work in the U.S.
- Successful applicants will need to pass a security background check

Professional Fellows will receive a stipend of \$7,500 to be used for housing, travel and other expenses. The stipend will be divided into three payments: upon starting, halfway through, and upon completion of the professional fellowship.

Applicants should submit the items below by Feb. 28, 2017, with a decision made in the beginning of April. Successful candidates will be contacted in the beginning of April.

- Cover letter indicating professional fellowship area preference, as described below

- Current resume
- Three letters of reference and contact information, including one from your current institution
- List of completed classes (unofficial transcripts accepted)

After Feb. 1, 2017, apply online at <https://yale.communityforce.com/Funds/Search.aspx>

Please send any questions concerning the professional fellowships to Allison Van Rhee, Senior Administrative Assistant, Beinecke Library at allison.vanrhee@yale.edu

Projects

Research services and teaching with special collections

Working with the Research Services Librarian and the Assistant Head of Access Services, the professional fellow will:

- Provide research support for patrons and faculty in person and through email
- Be the Beinecke staff presence in select classes taught during the professional fellowship period
- Select materials for one or more “collection highlights” shows for later Beinecke staff use
- Give tours to interested groups

These duties will allow the professional fellow to develop skills in key aspects of public services in special collections and gain exposure to the complexities of providing those services in special collections settings, including using specialized databases, understanding legacy cataloguing, and remaining mindful of security considerations. The professional fellow will also assist Beinecke staff in their mission of making the library’s collections accessible and supporting the teaching and research mission of Yale University.

Rare book cataloging

Working with Catalog Librarians, the professional fellow will have a:

- Broad introduction to technical services functions for rare books with an emphasis on rare book cataloging for a wide range of material from the 15th century to the present
- Introduction and experience using Voyager, OCLC/Connexion and other bibliographic databases
- Introduction and experience with RDA, DCRM(B) (Descriptive Cataloging of Rare Materials (Books)), LCSH, genre headings, and authority control
- Specific projects will depend on a person’s language skills, cataloging background, and interests (e.g. early books, artist books, maps, serials, or music)

Yale University considers applicants for employment without regard to, and does not discriminate on the basis of, an individual’s sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression. Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Questions regarding Title IX may be referred to the University’s Title IX Coordinator, at TitleIX@yale.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109-3921. Telephone: 617.289.0111, Fax: 617.289.0150, TDD: 800.877.8339, or Email: ocr.boston@ed.gov.