

2020 Andrew W. Mellon Native American Library Fellowship

The Peabody Essex Museum invites applications for a library fellowship funded by the Andrew W. Mellon Foundation. Beginning in early 2020, this twelve-month fellowship in the Phillips Library will provide an emerging librarian of Indigenous descent with exciting opportunities for personal and professional growth. The Mellon Library Fellow will be fully integrated into the Phillips Library team, gaining training and duties comparable to those of an Assistant Librarian. This position will play an integral role in assisting with developing and executing cataloging projects to provide better access to materials related to Indigenous subjects. In addition, the Fellow will collaborate with each Library unit—Manuscript, Print, and Reference—to help support the library’s mission of collecting, stewarding, and providing access to materials and resources for our diverse set of local, regional, and international communities.

The position interfaces across many PEM departments, especially with Collection Services, Curatorial, and Communications regarding the implementation and promotion of projects. Learning the operational aspects of a leading museum library through hands-on training and mentorship will lead to a well-rounded experience, and targeted projects offer the chance for achievement and meaningful progress for the Fellow, the library, and PEM. Opportunities for professional development and network building are integrated into the fellowship.

SPECIFIC RESPONSIBILITIES

- Building on work done by a Native American Fellow this past summer, Fellows continue to develop and execute a project to incorporate Indigenous terminologies into library catalog records. The Fellow will collaborate with the Print Librarian, Assistant Cataloging and Systems Librarian, curators of Native American Art, an advisory committee, and an outside vendor to make progress towards our goal of decentering the library. Primary tasks include supporting the administrative aspects of managing the project, soliciting and incorporating guidance from stakeholders, building and maintaining the document mapping terms, performing record loading and database cleanup, and writing documentation of the process for future reference.
- Research and design a methodology for cataloging a large donation of publications on North American art and culture, predominantly Native American. Work with the Print Librarian and Assistant Cataloging and Systems Librarian to develop a workflow for rapid processing, and coordinate with an outside vendor to arrange for the enhancement of the resulting records. The Fellow will be the primary cataloger, will also have the opportunity to train and supervise the work of colleagues and interns to meet the deadline of completing the work by the end of the Fellowship.

SPECIFIC RESPONSIBILITIES (CONTINUED)

- Receive training in the library catalog and associated systems to assist the Reference & Access Services Librarian in providing face-to-face and online service to library users that include museum staff, researchers and the general public. Fellow will be assigned a weekly scheduled shift on the Reference Desk. Duties include interpreting and identifying user needs; providing reference, readers' advisory, computer, database and referral services to Library patrons directly, by telephone and/or email; assisting patrons in material selection; and filling photoduplication requests.
- Research on deeds and/or archival materials in the manuscripts collection to help document Indigenous territories and peoples. Work closely with the Manuscript Librarian to identify and select appropriate documents or collections to investigate. Update library descriptions, catalog records, and internal documentation to reflect the results, and share findings with various internal and external constituencies as appropriate.
- Digitize a collection of library materials. Training provided on the full process of digitization: materials selection, imaging, file and data management, publishing online, and linking to and promoting the newly created digital resources. Consult with stakeholders to propose materials, receive training on digitization workflows, and collaborate with Communications and library staff to promote the finished product.
- Participate in professional development opportunities to be determined by the Fellow in collaboration with their supervisor and Native American Fellowship Program Staff. PEM and the Phillips Library strongly supports attendance at appropriate conferences, workshops, and other events to build the Fellow's network, skills, and experience.
- Advise and collaborate with library staff on developing the collection of materials in the subject(s) of the Fellow's interest and/or expertise. Review library holdings, and the catalogs of book dealers and auction houses, in selected subject areas. Suggest purchases of rare books, modern/contemporary publications, and/or manuscript material to fill identified lacunae. Consult with curators if and when necessary.
- Other related duties as assigned.

ELIGIBILITY

We are looking for candidates who are of Native American, Alaska Native, or Native Hawaiian descent. First Nations descendants are also welcome to apply. All candidates must be eligible to work in the United States for any employer. Current, prospective, or recent graduates of an ALA-accredited program in library and information science, or an equivalent combination of education and related experience, preferably in a library and/or art museum setting, will contribute to the success of the fellowship.

Competitive applicants are:

- Service, detail and goal-oriented
- Dependable, mature, flexible
- Excellent oral and written communicators
- Self-starters and creative problem solvers
- Highly collaborative and team-centric
- Tech savvy and adaptive

The Mellon Library Fellow will utilize their analytical, interpersonal, and organizational skills as they receive guidance and training using library and archival vocabularies, standards, and schemas such as LCSH, RDA, and MARC, as well as with traditional office software like Excel. Experience with an integrated library system (Voyager), Connexion, and knowledge of rare materials handling is a plus.

Deadline for completed applications, including references and transcripts, is November 15, 2019.

BENEFITS

Long-term Fellowship positions are full-time positions, and are eligible for the museum's employee benefits program, including medical and dental. PEM Long-term Fellows also receive funding for professional development.

THE NATIVE AMERICAN FELLOWSHIP PROGRAM

Long-term Fellowship positions are funded through support provided by the Andrew W. Mellon Foundation, and is connected to our expanded Native American Fellowship Program at the Peabody Essex Museum, which provides practical experience in day-to-day operations and leadership training for rising 21st century community leaders in the museum and non-profit cultural sector.

For more information, see:

<https://www.pem.org/press-news/pems-native-american-fellowship-program-strengthened-by-1-3m-mellon-foundation-grant>