OCLC Online Computer Library Center
OCLC Diversity Fellowship Program
2011 Program Guidelines

About OCLC

Founded in 1967, OCLC is a nonprofit computer library service and research organization dedicated to the public purposes of furthering access to the world’s information and reducing library costs. More than 72,000 libraries in 171 countries have used OCLC services to locate, acquire, catalog, lend, preserve and manage library materials. OCLC and its member libraries cooperatively produce and maintain WorldCat, the world’s largest online database for discovery of library resources.

Every day, from our world headquarters in Dublin (Columbus), 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 Diversity Fellowship Program (formerly known as the OCLC Minority Librarian Fellowship Program) presents an opportunity unlike any other. As the world’s leading library cooperative, OCLC offers global exposure through its enterprise-wide product portfolios and operations. The OCLC Diversity Fellow will spend time in an assigned host unit, such as Metadata Contract Services, working on contract cataloging-related services, and Quality Control, learning to process and correct identified sets of problem/error master records in WorldCat. In addition, the Diversity Fellow will spend time in the Research division, working on a feasibility project to assess the viability of WorldCat holdings data to support bibliometric analysis of use to university libraries and research administrators. Each Fellow will have a unique and specifically tailored experience.

Eligibility

- ALA-accredited MLS/MLIS or other graduate degree in technology with a special emphasis in libraries or other cultural heritage institutions (granted by July 2011)
- Have less than three years post graduate work experience
- Demonstrated awareness and sensitivity in issues of diversity and inclusion: 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 race/ethnicity reporting classifications)
Description of the Fellowships

**Metadata/Quality Control**

The Fellow will gain experience in cataloging and collection development of diverse sets of materials that can be used in future professional growth by learning about the varying needs of libraries and material-supplier partners. The Fellow will be working along with the production cataloging staff as well as individually performing tasks. The Fellow will learn to process and correct identified sets of problem/error master records in the WorldCat database including reporting problems with Library of Congress (LC) records directly to LC. A wide variety of problems incorporating all aspects of the cataloging record will be included in this work. The Fellow will also learn the basics of NACO processing of name and series authority records and gain familiarity with the PCC (Program for Cooperative Cataloging).

Specific requirements:
- Some familiarity with MARC, AACR2 and/or RDA, Dewey Decimal Classification or Library of Congress Classification, Library of Congress subject headings (course work would be acceptable)
- Desire to specialize in cataloging/technical services
- Fluent reading skills in a language other than English (preferred)
- Note: The Fellow will be required to sign a Non-Disclosure Agreement as some of the vendor processes to which he/she will be exposed are proprietary

**Research**

Within the Research Information Management (RIM) Program, the **WorldCat Monograph Research Impact Study** will use WorldCat holdings data to derive author impact data for faculty authors in a defined population. This will be a feasibility project to assess the viability of WorldCat holdings data to support bibliometric analysis of use to university libraries and research administrators. In this study we shall use an existing dataset of author names and will analyze this list in WorldCat to derive holdings counts for monograph publications for each author. These counts will then be aggregated at departmental level to provide ratings which will be matched against extant Journal Impact Factors and other relevant bibliometrics.

Specific requirements:
- Project management skills
- Basic statistical analysis skills
- Report writing skills
- Familiarity with MS Office applications (Excel, Word, Outlook)

**Salary and Benefits**

- Salary will be very competitive and commensurate with experience and applicable market compensation
- The Fellow 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 of start date). The amount of the lump sum will be determined by the distance required for relocation during the term of the fellowship
Required Submissions..........................................................................................................................

OCLC Candidate Profile

Create your candidate profile at the OCLC Career Center Internet site. Once you select to apply for the OCLC Diversity Fellowship opening(s), you will be asked the following questions:

- 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 (to be submitted as part of your resume file) of no more than 1,000 words describing why you want to participate in the OCLC Diversity 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 diversity and inclusion in the library workforce.

Letters of Recommendation

Two persons (unrelated to you) will need to submit letters of recommendation on your behalf directly to: diversityfellow@oclc.org. Letters of recommendation MUST be sent separately via e-mail from the recommender’s e-mail account (applicants cannot 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 requisition at the OCLC Career Center Internet site, www.oclc.jobs, where you will need to create an OCLC candidate profile. The OCLC Diversity Fellowship (Metadata/Quality Control) Job ID number is 1938, and the OCLC Diversity Fellowship (Research) Job ID number is 1939. Note: If you have created an OCLC candidate profile in the past, please do not create a duplicate profile.

Important:

• If you are applying for both positions, you only need to create one OCLC candidate profile, but you must apply towards both positions via your candidate profile.

• 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 should be in one document before submitting the file online). If you experience problems uploading your resume and essay document, please submit the resume and essay via email directly to: diversityfellow@oclc.org.

The application initiation and all required submissions (original essay and two letters of recommendation) MUST be completed and received by Monday, February 28, 2011 at 5:00pm ET. Materials received after Monday, February 28, 2011, 5:00pm ET 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 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 recipients will be contacted in April/May 2011 to be informed of selection and to confirm participation.

Timeline and Key Dates ........................................................................................................

2011 OCLC Diversity Fellowship Program

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>2011 Program Applications Accepted</td>
<td>Dec. 6, 2010 to February 28, 2011</td>
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<tr>
<td>2011 Application Deadline</td>
<td>February 28, 2011</td>
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<td>2011 Fellow Selection Process</td>
<td>April 2011</td>
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<td>2011 Notification of Decision</td>
<td>April/May 2011</td>
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<tr>
<td>2011 Fellowship Program Starts</td>
<td>July 2011</td>
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<tr>
<td>2011 Fellowship Program Ends</td>
<td>12 months after start date</td>
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Questions ............................................................................................................................

Please submit questions about the OCLC Diversity Fellowship Program directly to: diversityfellow@oclc.org.