



## JOB DESCRIPTION FOR COMMUNITY LIBRARY ASSOCIATION (CLA)

# Hemingway in Idaho Research Fellowship

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Temporary, non-exempt position

Reports to Director of Regional History

**FUNDING:** One fellowship is available, supported by a \$500/week stipend (maximum of \$5,000) which is intended to cover travel, meals, lodging, and incidentals.

### FELLOWSHIP SUMMARY

The Community Library Center for Regional History welcomes applications from current graduate students in the humanities, literature, museum studies, library science, information studies, preservation, archives, or a related program for its new professional fellowship program. The program has been designed to provide practical experience to graduate students interested in pursuing a career in a special collections and historic structure setting.

The Center for Regional History is the repository for the Hemingway House collections and archives in addition to central Idaho historical materials regionally known in the intermountain West. The collections' users range from young students to scholars from around the world. For further information about the Center for Regional History, consult the library web site.

Professional fellows will work in an area of their specific interest and have the opportunity to learn more about and research specific aspects of the Hemingway House collection. The fellow will also work to help with the integration of the Ernest and Mary Hemingway House collections, the special collections at the Library (including the oral history collection), and the Library's Museum. Professional fellows will undertake and complete a research project based on their interests and skills, as well as the needs of the Library.

### FELLOWSHIP DUTIES AND RESPONSIBILITIES

There are two options for the Hemingway in Idaho Research Fellowship. The fellow may focus on research services or digital resources. Please consider the descriptions below and focus your application on one (see below for the fellowship details):

#### 1. Research services, teaching, and interpretation with Hemingway collections

Working with the Director of Regional History and staff, the professional fellow will:

- Provide research support for patrons in-person and through email.
- Conduct in-depth research of a set of objects in the Hemingway House collection or an aspect of the historic structure.
- Assist with and perhaps be the lead in Hemingway-related presentations at the Library.
- Select materials and write interpretive text for one or more "collection highlights" for exhibits such as the Hemingway Seminar, Regional History open house, and the Hemingway Exhibition at the Library's Museum.
- Give talks to small 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 research challenges while remaining mindful of security and preservation considerations. The



professional fellow will also assist Regional History staff in their mission of making the library's collections accessible and supporting the mission and goals of The Community Library.

**OR**

## **2. Digital resources**

Working with Catalog Librarians and Museum staff, the professional fellow will:

- Develop metadata technical services functions for rare books with an emphasis on developing metadata records for a wide range of material from the Hemingway House collection, and the Regional History Hemingway archive.
- Contribute new data to the existing databases.
- Assist with and perhaps be the lead in Hemingway-related presentations at the library, or digital exhibits on the library website.
- Help to create a digital resource center aimed at educational outreach.
- Develop specific projects, depending on a person's skills, area of knowledge, cataloging background, and interests.

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, as well as providing those services in a virtual setting. The fellow's skills will develop by using specialized databases, understanding legacy cataloging, understanding the digital user's experience, and also remaining mindful of security and preservation considerations. The professional fellow will also assist Regional History staff in their mission of making the library's collections accessible and supporting the mission and goals of The Community Library.

## **FELLOWSHIP REQUIREMENTS**

- Applicants must be current graduate students in good standing in a humanities, literature, public history, library science, information studies, preservation, archives or related program.
- Applicants must commit to a minimum of 4 and up to 8 consecutive weeks of employment between May 21 and September 30, 2018.
- In addition to completing a research project, at the end of the professional fellowship, fellows will be required to submit a final report describing their experiences and participate in an exit interview.
- The successful applicant will go through the Library's standard hiring process.
- The successful applicant will have a demonstrated ability to foster an atmosphere of diversity and inclusion consistent with the library's aims.
- Bilingual skills in English and Spanish are highly advantageous.
- Candidates from under-represented ethnic minorities are strongly encouraged to apply.

***TO APPLY: Send a letter of interest and resume to Mary Tyson, Director of Regional History, [mtyson@comlib.org](mailto:mtyson@comlib.org) by April 20, 2018. All applicants will be notified of the committee's decision by May 4, 2018.***