

Proposal for Fellowship Placement • Summer 2017

- Organization: The Institute Library
- Full street address of organization: 847 Chapel Street, New Haven, CT 06511
- Website: www.institutelibrary.org
- Name and title of the Direct Supervisor (*please note: the Direct Supervisor must be available to supervise Fellow on a daily basis*): Valerie Garlick, Executive Director
- Phone number and e-mail address of Direct Supervisor: 203-562-4045, vgarlick@institutelibrary.org
- Placement dates (*8-11 weeks between Tuesday, May 30 and Friday, August 11, 2017*): May 30 – July 27, 2017
- Are placement dates flexible? If so, please describe: Yes, with prior discussion in relation to total hours and hours outside of normal operation for programs and events.
- Hours of the program (*placements should be equivalent to full-time*):
Flexible, spread during operating hours: Monday through Thursday, 10am – 6pm, Fridays 10am-3pm, and Saturdays 11am-2pm (excluding Tuesdays past 4:30pm) with additional programs and events on evenings and weekends.

Placement Description

- Organization description (*Mission statement, population served. 150 words or less.*):
The Institute Library was founded in 1826 as a mutual encouragement society and membership library for young mechanics of New Haven seeking to further their education in the technical and liberal arts. In 1835, the Institute opened to women, and with lectures, classes, and a circulating library, stood for many as the democratic heart of intellectual life in New Haven, attracting notable speakers Ralph Waldo
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Emerson, Charles Dickens, Frederick Douglass, and Anna E. Dickinson. As published in 1841 and continuing today for our 500 members and the greater New Haven community, “The object of this Institute shall be mutual assistance in the attainment of useful knowledge.” We accomplish this through literature, civil discourse, and the arts, with a vision of the perpetuation of the modern library as physical place, social space, and democratic resource.

- Please write a 1-2 sentence summary of the work that the Fellow would be conducting (*50 words or less. This will be used as your agency’s project description summary on the PPSF website, so please be succinct*): We seek support in membership, development, marketing, and programs, including archives and our organization blog. We invite undergraduates from American Studies, Comparative Literature, English Language and Literature, Film and Media Studies, History, Humanities, Literature, Sociology, or Women’s, Gender, and Sexuality Studies or graduate students in Architecture, Art, Management, or Music.
- Please write a complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (*Suggested length: one to two pages.*)

Expected Duties/Outcomes of the 2017 Yale Fellow

The Institute Library, an independent, member-supported library and cultural center, seeks a Yale Fellow for the summer of 2017 to work with the staff, volunteers, and membership, as a direct report to the Executive Director, who oversees the facility, programs, and fundraising of the organization. The Fellow will gain experience working in an historic, non-profit organization focusing broadly across the areas of membership, development, marketing, and programs, with the ability to apply and strengthen the Fellow’s skills in writing, research, communications, and administration.

This opportunity offers the Fellow the potential to connect with the community, to participate in and help with expanding our literary, art, and music programs and events, and, of utmost importance, to spearhead the revival of a volunteer-run blog that gave a direct look into the unique collections and objects housed in our 19th century building, with regard for the day-to-day activities.

The Institute Library’s WordPress blog (<https://institutelibrary.wordpress.com>), which we hope will be a major focus of our Yale Fellow, was published from February 2012 through June 2013 served as a supplement to our main website www.institutelibrary.org. This blog, a more conversational part of our communication and resource sharing efforts, was a strong resource designed and produced by an Institute Library Intern who later went on to pursue studies in

Library Science. This blog, now missed by many of our constituents, gave an inside look at our special collections, highlighting strange and intriguing books, artifacts, and specimens found inside the Institute Library. The topics of each post varied; some pointed out specific books related to upcoming programming, others deconstructed cards from the William A. Borden card catalog, a system that dates back to the early 20th century, still in use and updated today, only at the Institute Library.

We are looking for a Yale Fellow, who is interested in learning about the operations of a not-for-profit organization with a firsthand look at all aspects of programming and events, our methods and needs regarding member and donor stewardship, and an intense push to stay current with our overall marketing, communications, and outreach efforts. In line with our mission statement, we are looking for a Fellow intrigued by these opportunities who would also enjoy taking part in picking up where our blog left off - crafting this important component in the aims of producing and editing content that expresses the rich and thriving personality of the Institute Library.

About Membership Libraries

The Institute Library is one of 19 remaining Membership Libraries who trace their history in America to the 18th century, when Benjamin Franklin founded the Library Company of Philadelphia. These libraries played a significant role in their communities. While most subscription libraries were replaced or taken over with the advent of free public libraries in the 19th century, several, with beginnings from 1731 through today, have survived and thrived.

Educational/Professional Benefits

- Orientation, training, and a network of resources are provided to the Fellow.
 - Learning practical skills at one of the most vibrant and intimate nonprofits in New Haven
 - Networking and exposure to non-profit work
 - Networking with business professionals, the Institute Board, and Professional Council
 - Being part of an historic organization and library team
 - A great letter of recommendation/reference (upon completion of fulfilled duties)
 - Improved/increased skillsets in areas of study including but not limited to: Architecture, American Studies, Art and Art History, Comparative Literature,
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English Language and Literature, Film and Media Studies, History, Humanities, Literature, Management, Music, Sociology, and Women's, Gender, and Sexuality Studies

Required Education and Experience

- Minimum of 1 year of experience in an office or professional setting.

Potential Additional Duties

- Grant administration and writing. Assist with compliance with qualitative and quantitative reporting requirements. For targeted grants, assist with application process.
- Database management. Manage the Institute Library's donor, volunteer, and contact databases. Training is available for Donorsnap; candidate must be willing to ask questions, utilize training resources, teach her or himself, and maximize system
- Event planning. Assist with coordination and planning of fundraisers, including by mobilizing volunteer committee members.
- Liaison and Representative. Assist as needed with out-of-library events including fundraisers.

Work Commitment

The Fellow will work a minimum of 35 hours per week for a minimum of eight weeks.

- Specific skills/experience required for the project (*Please list*):

Required Skills and Abilities

The Fellow must demonstrate the following skills, experience, and expertise:

- Ability to work collaboratively with Library staff and volunteers to achieve development goals
 - Willingness to take ownership over designated projects and work independently
 - Commitment to learning and a willingness to participate in training when needed
 - Motivation to problem-solve and self-teach as necessary
 - Proficiency with MS Office, WordPress, Google Docs, Dropbox, and e-mail
 - Attention to detail and accuracy
 - Excellent interpersonal and communication skills – both written and verbal
 - Knowledge of, and interest in, New Haven and Connecticut history and a general interest library
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- Familiarity with online programs preferred: Library Thing, MailChimp, Eventbrite, and web-based events calendars
- Additional requirements (e.g. a car or weekend working hours). If a car is required, please include information regarding parking arrangements and mileage reimbursement): We are accessible by bus, located one-half block from the New Haven Green between Orange and Church Streets. The Institute Library does not have parking. If necessary we will reimburse for bus transit or, in the event that the Fellow must travel by car, we will retrieve quotes for up to three long-term daily parking options in local garages, and reimburse the Fellow for up to two months of a parking permit at the lowest and most reasonably distanced option.
- Briefly describe the work that Yale PPSF Fellows have done with your agency in the past and present. If you have not worked with Yale Fellows, please describe any work that Yale students have done with your agency. Though we have been fortunate to receive help on two separate Yale Days of Service, one to help us clear our third floor before renovation into our Gallery, and another to help begin digitizing our accessions into the online database LibraryThing, as well as intermittent volunteer staffing by Yale affiliates, we have not yet had a Yale PPSF Fellow.



