Proposal for Fellowship Placement • Summer 2018

• 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, programs and events may include evening and weekend hours.

• Hours of the program (placements should be equivalent to full-time): Monday through Friday, 10am – 6pm with evening and weekend events.

Placement Description

• Organization description (Mission statement, population served. 150 words or less.): Our mission is to provide mutual assistance in the attainment of useful knowledge for our members and the New Haven community at large. We are guided by a vision to perpetuate the modern community library as a physical place, social space, and democratic resource. We serve the greater New Haven area with programs for literature, civil discourse, and the arts.

• Please write a 1-2 sentence summary of the work that the Fellow would be conducting:
Our fellow will help us to promote our programs and services, organize member events, and design and conduct outreach to learn about the needs and desires of our community. Our fellow will help us recruit new members, volunteers, and connect with area organizations.

- 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**

Our fellow will help us establish stronger connections with the population of greater New Haven, to diversify our membership and program offerings in response to the needs of our community.

Founded in 1826, The Institute Library is Connecticut’s oldest independent circulating library, and one of the last remaining member-supported libraries in North America. Our historic building provides a walk into the past, with quiet reading areas, a modest circulating collection of over 30,000 volumes, and rich programming in the service of literature, civil discourse, and the arts.

This opportunity offers a connection with the community, participation in and help with expanding our programs, and direct hands on experience in managing our unique collections and objects.

Working with The Institute Library is a prime match for students interested in history, architecture, art, and cultural studies. We have an art gallery with rotating exhibits of contemporary work by area artists, a record listening room and periodic concert series, and we maintain a hand-written card catalog from the beginning of the twentieth century with a unique classification system.

We are looking for a fellow who is committed to learning about the operations of a charitable organization including at all aspects of programming and events, audience cultivation and stewardship, marketing, communications, and outreach efforts.

**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.
- Working with one of the most vibrant nonprofits in New Haven.
- Observing various committee meetings.
- Being part of an historic organization.
- A 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, 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**
- Manage the Institute Library's donor database and marketing software.
- Assist with coordination and planning of events.

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.
- Willingness to work independently.
- Commitment to learning.
- Motivation to problem-solve and self-teach as necessary.
- Proficiency with MS Office.
- Attention to detail and accuracy.
- Written and verbal communication skills.
- Knowledge of, and interest in, New Haven and Connecticut history.
• 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. In the event that the Fellow must travel by car, we will provide information for 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. We have not yet had a Yale PPSF Fellow. However, 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.