Western New York Library Resource Council (WNYLRC) Diversity Internship Grant Program - Guidelines

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Application Form: https://wnylrc.wufoo.com/forms/z6z02k30d7p3vq/

Description

The *WNYLRC Diversity Internship Grant Program* was developed to attract future librarians who reflect the diversity of our communities. WNYLRC believes that diversity should be represented in the staff at our member institutions to reflect the communities in which they serve. To help our members, the *WNYLRC Diversity Internship Grant Program* was developed. This initiative meets several goals that support diversity, equity, and inclusion in WNYLRC's [5-year Plan of Service](#).

Through the *WNYLRC Diversity Internship Grant Program* initiative, WNYLRC will fund grants to member libraries and cultural organizations (herein called Member Applicants) to support a paid internship. The goal of the internship is to support a candidate from a diverse population who demonstrates an interest in pursuing a career in library or information studies. The internship will be a minimum of 100 hours with a maximum of 250 hours, at an hourly rate set between WNYLRC and the member. The program is intended to give the candidate a high level of experience in the library field.

The internship should focus on at least 5 of the 9 concept areas below:

1. Reference and customer service
2. Programming (child, adult, teens)
3. Special Collections (caring and management of local history, genealogy, government)
4. Information Literacy (information formats, Internet searching, authoritative content)
5. Archives and Manuscripts
6. Metadata and Cataloging
7. Library Systems
8. Technology services (digitization, maker spaces, digital platforms)
9. Collection Development

Due to possible demands on an intern's time, please be cognizant of reasonable expectations when it comes to determining the length of the internship. Example time scenarios for interns:
1. 100 hours at $20 per hour at an academic library during a 14-week semester: estimated at 7 hours per week
2. 150 hours at $18 per hour at an academic library during a 14-week semester: estimated at 10 hours per week

3. 250 hours at public library at $19 per hour between August and December (20 weeks): estimated at 12.5 hours per week
4. 250 hours at a school library at $21 per hour between October and May: estimated at 7.5 hours per week

Member Applicants are required to submit a comprehensive application outlining the member's internship opportunity and identification of the Mentor who will work closely with the intern. All applications will be measured against a strict rubric provided on the website for your review. Through the application, the Member Applicant must define the scope, goals, outcomes, and assessment strategies of the proposed internship. Each funded internship must promote diversity and prepare the intern for the information and library science field while fostering equal access to educational excellence and opportunities. Each intern will be required to complete a capstone project that summarizes their experience and what they have learned. In addition, both the mentor and the intern will be asked to complete a post internship survey that will assist WNYLRC in improving the program.

Examples of possible capstone projects:
● Digitization project
● Creation of a library tour
● Creation of an online library tour
● Conducting of a library diversity audit
● Development and delivery of a children, teenager, or adult program
● Creation of a LibGuide or resource for a specific audience
● Implementation of a new or existing technology in a new way
● Curation of a new collection or display

At least one grant application will be funded in any given year. WNYLRC may discontinue this program at any time depending on impact, assessment, and fiscal sustainability.

Member Applicants - Eligibility

Member Applicants:
● Must be a WNYLRC member in a cultural institution, library, or archives.
● Must provide evidence of due diligence in vetting potential intern including asking for references, ability to work in New York State, and education background.
● Must apply using the approved method (online application form) and provide comprehensive internship details, including the scope of work, time frame, and other related requirements.
● Must show that the intern will have an opportunity to fully understand the scope of library work and will be reflected in the intern's capstone project.
● Must provide expected outcomes and assessment criteria to determine the success of the internship.
● Must provide an adviser/mentor to coordinate the internship and assist the intern in identifying a final project that represents the goals and outcomes of the internship.
● Must provide the intern with a broad spectrum of professional learning opportunities.

- Must demonstrate how the library internship will engage and support a diverse prospective intern while creating career and programmatic pathways to increase diversity.
- Must demonstrate how the library will benefit from hosting the intern.
- Once the Grant Awardee has been selected, the Grant Awardee must identify an intern within 60 days for funds to be dispersed.
- Must provide notification to WNYLRC if the internship needs to be altered once the intern is hired.
- Must oversee the intern's time, progress, payments, and accountability.

Intern Eligibility

Interns:

- Must identify as Black, Indigenous, or People (Person) of Color (BIPOC).
- Must be eligible to work within New York State.
- Must be a High School graduate or a current student at or graduate from a higher educational institution and seeking valuable paid work experience in the information and library science field.
- Must be selected by the Member Applicant.
- Must seek to gain a greater understanding of the roles of libraries and librarians in their communities, an understanding of behind-the-scenes library operations, and insights into the role of technology within the information and library science field.
- Must complete the established capstone project.
- Must complete the post-internship survey.

WNYLRC Responsibilities

WNYLRC will:

- Remit funds directly to the Grant Awardee.
- Ensure that a Review Committee is established to review incoming grant applications.
- Hold the Grant Awardee accountable for assessing the internship and its outcomes.
- Evaluate the overall program and provide results to the WNYLRC Board of Trustees.
- Provide an avenue for the Grant Awardees and interns to showcase final projects.

Program Outcomes

WNYLRC hopes to:

- Provide opportunities for and potential recruitment of Black, Indigenous, or People (Person) of Color (BIPOC) for employment and/or careers in the information and library field.
- Broaden WNYLRC presence among Black, Indigenous, or People (Person) of Color (BIPOC).

Any questions? Contact Sheryl Knab, sknab@wnylrc.org or 716-633-0705, ext. 121.