

METRO's Equity Mentorship Program

Finding Strength in Solidarity

Welcome!

We're so excited to announce our Equity Mentorship Program! This program will take place from October 2022 through June 2023, with Zoom classes concluding in December 2022 and a scholarship for additional continuing education available to be used through June 2023. This opportunity is open to currently enrolled BIPOC library science and archives students, as well as early professionals within the first three years of their careers. Please see our eligibility section below for more information.

Here are a few important points about the application process:

Call for Applications: Tuesday, July 5th, 2022

Application Deadline: Friday, August 5th, 2022

Program Start Date: Friday, October 7th, 2022 (First class session meets)

Coursework End Date: Monday, December 19th, 2022

Program End Date: Friday, June 23rd, 2023

Program Scholarship: \$2,000 for any library, archives or leadership-related conference, course, or professional development event. This will need to be used by June 23rd, 2023.

Number of Selected Students/Early Professionals: 5

Program related questions may be directed to Traci Mark (tmark@metro.org) with info@metro.org copied. Please submit your queries on or by Friday, July 29th, 2022.

Program Objective

This program is meant to support BIPOC students and early professionals in the library and archives field. Our intention is to create a curriculum that will aid BIPOC in their careers, while creating an opportunity for collaboration, community, networking, and mentorship.

A cohort of five participants will be selected through an application process. They will submit a 500-750 word letter of intent, their resume and 2 academic or professional letters of recommendation. Selected participants will meet biweekly in an online Zoom "classroom" for 120 minutes (2 hours) from October to December 2022. Each session will be guided by a professional in the field and will focus on a relevant topic. METRO will host six classes total.

Participants will be required to attend each class, engage with the material, submit a 250-500 word reflection piece to METRO staff within one week after each session, and prepare a final project **due to METRO by Monday, December 19th, 2022**. We will record each session for students to refer back to for those who may have to miss a class due to personal reasons.

Each student will complete a final project as part of this opportunity. Potential projects include:

- The creation of an online slides based Zoom presentation on an educational topic relating to course material. Topics must be approved in advance by METRO staff and the presentation must take place before Monday, December 19th, 2022.
 - This presentation will be listed on the metro.org website and available for the public to attend
 - A recording of the presentation will be made available on METRO's public YouTube channel
- Writing a 1,500-word essay that focuses on subject matter covered during the program. Topics must be approved in advance by METRO staff and due by Monday, December 19th, 2022 by midnight.
- Volunteering with a community-based organization for 8 to 10 hours before the program's finish date on Monday, December 19th 2022. Participants must organize their volunteer placement and gain approval from METRO before starting and provide a letter from the organization by Monday, December 19th, 2022.

After the in-session classes have concluded, students will be encouraged to attend a library, archives, or leadership-related conference or professional development event. They will be offered a scholarship of up to \$2,000 to pursue this, and will have until June 2023 to engage with continued learning as a part of this program.

Eligible expenses include conference/event registration costs, housing, \$75 per diem for food (alcoholic beverages are not an eligible expense) and transportation. If childcare is a concern, please email Traci Mark (tmark@metro.org) with info@metro.org copied to schedule a meeting to discuss costs to cover this while participants are engaged in continuing education.

Scholarships will be remitted via a reimbursement process, though METRO staff are cognizant of hardships that this might engender. If you are unable to engage in a reimbursement process, please reach out to Traci Mark (tmark@metro.org) with Info@metro.org cc'ed to discuss alternative arrangements.

What Program Participants Can Expect

Participants welcomed to the program can expect a dynamic experience where they will gain knowledge and insights that will help them thrive in their careers in the field. Our coursework aims to address skills that we believe are necessary to facilitate a healthy workplace environment and personal wellbeing while at work. We will teach skills that will support students

and professionals in advocating for themselves and the projects they care about. We hope to foster a sense of community and knowledge-sharing within the program cohort.

Each student in the program will receive:

- A recording of each class. These recordings will be provided exclusively to cohort members and are not to be shared with others
- A written handout of main points from each class
- A scholarship of up to \$2,000 to attend a library, archives or leadership-related conference to be expended by June 23, 2023

Please see the “Program Description” section for more information about each class and instructor.

Eligibility

You are welcome to apply for this program if you:

- Are enrolled in an MLIS OR have graduated from such a program within the past three years
- Have three or fewer years of experience as a credentialed librarian or archivist
- Identify as a Black person, Indigenous person, or other person of color

This program is open to all individuals who identify with the list above. Special preference will be given to applicants who live or work in New York City or Westchester County.

How to Apply

You can apply for the program by providing:

- Your CV or resume
- Two letters of recommendation. They can be professional, academic, or one of each
- A 500-750 word letter of intent that describes what you hope to gain from the program

Please send all documents as PDFs to Traci Mark (tmark@metro.org) by midnight on Friday, August 5th, 2022 with info@metro.org copied.

Program Description

You can view all session descriptions and instructor bios [here](#).

Timeline

- Tuesday, July 5th 2022: Call for applications
- Friday, August 5th, 2022: Applications due
- Monday, September 19th, 2022: Selected program applicants will be notified
- Tuesday, September 27th, 2022: Orientation meeting with students and teachers
- Friday, October 7th, 2022: First class
- Friday, October 21st, 2022: Second class
- Friday, November 4th, 2022: Third class
- Friday, November 18th, 2022: Fourth class
- Friday, December 2nd, 2022: Fifth class
- Friday, December 16th, 2022: Sixth class (last class meeting)
- Monday, December 19th, 2022: In-class elements of the program are finished. All outstanding assignments due
- Monday, January 2 through Friday, June 23, 2023: Participants enroll in and participate in continuing education of their choice. Funding provided by METRO must be expended and receipts and spending reports submitted to METRO by June 23, 2023

Continuing Education Scholarship

To continue their studies and bring their newfound learning into the world, each program participant will receive a scholarship of up to \$2,000 to put toward the cost of any library, archives or leadership-related conference, course, or professional development event. Eligible expenses include conference/event registration costs, housing, \$75 per diem for food (alcoholic beverages are not an eligible expense) and transportation. If childcare is a concern, please email Traci Mark (tmark@metro.org) with info@metro.org copied to schedule a meeting to discuss costs to cover this while participants are engaged in continuing education.

Scholarships will be remitted via a reimbursement process, though METRO staff are cognizant of hardships that this might engender. If you are unable to engage in a reimbursement process, please reach out to METRO at info@metro.org to discuss alternative arrangements.

Information Sessions

More information is coming soon!

FAQ

Who is this for?

This program is designed for people who identify as BIPOC and are either:

- MLIS students or those who have graduated from such a program within the last three years.
- Early professionals (three years or fewer)

How long is the program?

The in-class elements of this program will be three months total, with participants meeting on a bi-weekly basis. At the conclusion of coursework, participants will receive a scholarship of up to \$2,000 to attend a library, archives or leadership-related conference, course, or professional development event. Participants will select an educational experience that meets their needs and interests and must notify METRO Staff of their selection. METRO reserves the right to refrain from supporting any institutions, events, or courses that in any way violate our Code of Conduct and Equity Statements.

How many students/early professionals will be admitted?

Five total

Who is eligible for this program?

- Those who are enrolled in an MLIS OR have graduated from such a program within the past three years
- Have three or fewer years of experience as a credentialed librarian or archivist
- Identify as a Black person, Indigenous person, or other person of color

How often will the group meet?

The group will meet every other week. This program will hold bi-weekly classes with an assignment due one week after class concludes

When are the classes?

Class will be held bi-weekly on Fridays from 9 am to 11 am. Each class will be 120 minutes.

Who will be teaching these classes?

We are extremely grateful to work with an exciting and knowledgeable group of professionals to lead each class. They are:

- Dr. Kawanna Bright, Assistant Professor of Library Science at East Carolina University
- Tonya Leslie, PhD (As part of We Need 2 Talk)
- Jessica Hochman, PhD (As part of We Need 2 Talk)
- Diana Moronta, Instruction and Technology Librarian at New York Institute of Technology-Manhattan Library
- Rob Simmons, Director of Social Services and Public Safety at Oak Park Public Library (IL)
- Shawn(ta) Smith-Cruz, Assistant Curator and Associate Dean for Teaching, Learning, and Engagement at New York University Division of Libraries

What assignments will be required of participants?

Participants will be required to attend each class, engage with the material, submit a 250-500 word reflection piece to METRO staff one week after each session, and prepare a final project due to METRO by Monday, December 19th, 2022. Potential project types are listed above, and we encourage creativity in the final project you'd like to do for this program. Surprise us!

What sorts of continuing education experiences will qualify for scholarship?

Participants will receive a scholarship of up to \$2,000 to put toward the cost of any library, archives or leadership-related conference, course, or professional development event.

Qualifying events include:

- American Library Association's LibLearnX Conference
- Public Library Association conference
- Visual Resource Association conference
- SUNYLA Conference
- RBMS Conference
- code4lib conference
- AAM Annual Meeting & MuseumExpo
- Mid-Atlantic Regional Archives Conference (MARAC)
- New York Archives Conference
- ACRL conference
- ARLIS conference
- Association for Record Sound Collections

... and any other industry-related conference. Continuing education classes and other events that take place virtually are also eligible.

What expenses will be reimbursed in the scholarship that's part of this program?

Eligible expenses include conference/event registration costs, housing, \$75 per diem for food (alcoholic beverages are not an eligible expense) and transportation. If childcare is a concern, please email Traci Mark (tmark@metro.org) with info@metro.org copied to schedule a meeting to discuss costs to cover this while participants are engaged in continuing education.

How can I apply?

You can apply for the program by providing your CV or resume, two letters of recommendation—they can be professional, academic, or one of each—and a 500-700 word letter of intent that describes what you hope to gain from the program.

When will interviews take place?

Interviews will be conducted via Zoom on Wednesday August 24th, Thursday August 25th, Wednesday Sept 7th, Thursday September 8th, Friday September 9th, Tuesday September 13th and Wednesday September 14th. We will contact selected applicants to choose the time and date that works best for them. Interviews will be no longer than 30 minutes.

When can I expect to be notified?

We will notify applicants if they're selected for the program during the week of Monday, September 19th. We will also notify those who are not selected for this cycle.