

Becoming a Librarian in an Academic Library – Make Your Right Career Choice



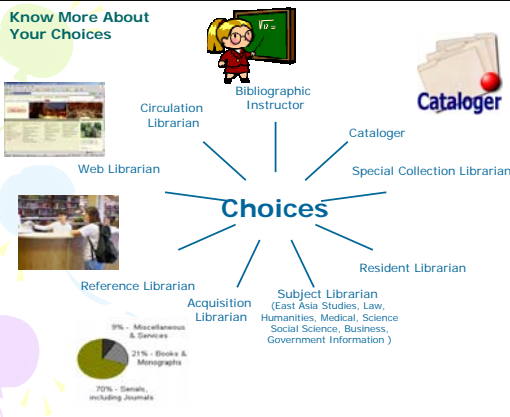
CALA Midwest Chapter Annual Conference
By Jian Anna Xiong, 05/2005

Most images in this presentation are downloaded from online resources. I want to thank for their great work.

Outline

- Know More About Your Choices
- Hit on the target - tenure track library faculty with professorship :
From the perspective of the library
 - Be Prepared In Your Study
 - Prepare competitive application materials
 - Be ready for an interview
- Have a plan

Know More About Your Choices

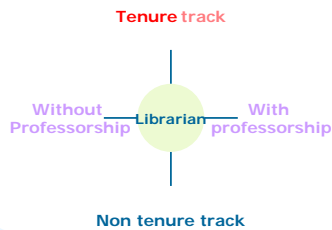


Know More About Your Choices: Statistics – CALA Midwest Chapter

Rough figures: **195 total. 45 students.**

- **Academic Libraries 70% (100) public+special+others 30% (45)**
- **Electronic/Data/System/Tech serve/computer/web: 27-30**
- **Cataloger 15-20**
- **Asia/East Asian Studies/China 12-15**
- **Reference/Bib instructor 7-10**
- **Other: acquisition, archivist, gov info, law, exchange and gift, administrators, newspaper, science, collection development, circulation 1-5 each**

Know More About Your Choices: Faculty Rank, Status and Tenure



[Definition, Handout 1, 2]




Know More About Your Choices - My Personal Experience As Tenure Track Library Faculty With Professorship

- **Start at 8am**
- **Plan** effectively to catch deadlines
- **100 emails:** different listservs within and outside of the library: discuss issues, arrange meetings, discuss programs, exchange ideas and stuff, maintain good public relation
- **>=10 hours/wk reference** at information desk and more in office
- **Various meetings:** strategic planning; bargaining unit: workload, salary; liaison issues, withdrawal, select and order books; tenure and promotion, research and publication; monthly mtg with library faculty/new librarians/heads/liaisons/ other faculty: weekly mtg with supervisor/staff
- **Conferences:** apply travel fund, schedule, prepare presentation/committee report, submit proposal
- **Supervise ***
- **Teaching/bibliographic instruction**



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- **30 minutes lunch or working lunch**
- **Other daily work:** collection management and promotion programs and activities, inventory, user guides, library tour, design policies
- **Research 20%:** articles, funds/grant, professional reading, etc
- **Committee services and Community services 10%**
- **Others: document everything**
- **End at 4 pm**
- **Research... endless**

Is this your choice?

Be Prepared In You Study

- From the perspective of the library

The employer will evaluate your qualifications from the following aspects:

- **Consistent development:** The first day when you start your study, think about your choice. Plan early.
- **Work experiences, papers, projects:** consistent with your goal. E.g. pathfinder, website design, information retrieval, BI, class presentations, etc. publish your papers if possible.
- **Courses:** reference class, bibliographic instruction, subject class: business, medicine, law, government information, science, etc. theory, research methods, grant writing, catalog class, information retrieval

Continue



- **Professional development:** professional organization, conferences. Talk to experienced librarians, find mentor, give presentations/posters/exhibitions if possible, join and serve
- **CV:** document it along your study. Don't wait until the last minute. Many people believe the procedure you prepare your CV is equal to the process of preparing your career leading to your goal.

Prepare competitive application materials

- Research
- Teaching
- Services

Be Ready For An Interview

Phone call/email
Agenda, topic, interview package, 2 wks


Be Ready For An Interview

- From the perspective of the library

- **Important Things Need to Be Well Prepared:** be professional and **scholarly**. The library will emphasize first research ability and second teaching ability. Service is also important.
 - **Presentation:** show your strong **teaching** and **research** potential. Consult and practice.
 - **About yourself:** emphasize your **teaching** and **research** interest and potential or evidence. Consult and practice.
 - Others which help you not mess up the opportunity:
 - **Research:** library, university, local, search committee... Two way choices. Gather information for making decision. Esp. information about tenure and promotion: faculty handbook.
 - **Read interview references:** to do and not to do list.

Be Ready For An Interview



Be Ready For Choice

Search committee: read reviews, evaluate, and make recommendation to Dean

Dean will make final decision and ask the university to approve.

Phone call and give the offer and negotiate and confirm in writing.

1. Is it what you want to dedicate to for years?
2. Can you and do you want to make it within the given condition?
3. Is it the place you and your family want to live in?

Have A Plan

From the first day you start your work:

- Have a research plan
- Save every evidence
- Document everything you have done

More General Job Hunting Information

- New Members Round Table (NMRT)
<http://www.geocities.com/nmrtrrs/> A great website with comprehensive Job Hunting Resource Guide and more:
<http://www.geocities.com/nmrtrrs/jobguide.html>, which provides information:
 - [Library Job Postings Sites by type](#)
 - [Library Job Posting Sites by region](#)
 - [Resume, CV, Cover Letter and Thank You Letter Websites](#)
 - [Job Interview Websites](#)
 - [The Academic Library Interview Process](#)
 - [The HR perspective on Job Hunting in Academic Libraries](#)
 - [Tough Decisions--What to do? Job Hunting Bibliography](#)

Continue

- Association of Research Libraries:
ARL Member Libraries (123)
<http://www.arl.org/members.html>
Survey, statistics about all aspects of the libraries

Impact of Your Choice

- Impact on your study, CV, cover letter, interview presentation, interview agenda
- Daily work for 6-7 years
- Support you will get: time and money and assistants for research, time and money to attend conference
- Continuing appointment or year by year contract; Will you get tenure
- Salary
- It will affect your family

You will live with it everyday!



References

- Jessica L. Adler, Suzanne H. Devlin. 2004. *The Human Resources Perspective on the Academic Library Job Hunt*. <http://www.geocities.com/nmrtrrs/hr.doc>
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- Rodger C. Lewis. 2000. Publish or perish? Looking at publication for tenure from the other side of the street. *C&RL News*. V.61. No.7. P606-8.
- Shannon Cary. 2001. Faculty rank, status, and tenure for librarians. Current trends. *C&RL News*. P.510-1, 520.



Questions?

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Feedback

Student ___ New grad ___ Librarian ___

- What did you expect to hear from the presentation?
- What do you think is missing in the presentation?
- What information is most useful to you?
- What information is least useful to you?
- How can the presentation be improved?

Thank you!