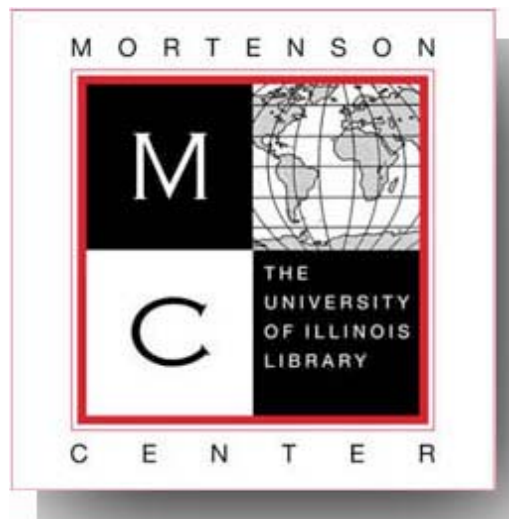


Mortenson Center for International Library Programs

Annual Associates Program Description and Application Guidelines

Dates: Early September-Early November



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142 Undergraduate Library, MC-522
1402 W. Gregory Drive
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www.library.uiuc.edu/mortenson

Mortenson Center for International Library Programs

Associates Program Description and Application Guidelines

History

Established by two generous gifts from C. Walter and Gerda B. Mortenson, the Mortenson Center for International Library Programs seeks to strengthen international ties among libraries and librarians worldwide. The Mortenson Center focuses on providing professional development opportunities to international library professionals for the promotion of international education, understanding, and peace through a variety of unique programs. Over 700 librarians from 89 countries have already taken advantage of programming through the Mortenson Center—the only one of its kind in the world.

The Mortenson Center is located at the University of Illinois at Urbana-Champaign, which is generally considered one of the finest universities in the world. With a wealth of resources and highly ranked departments, Illinois is on the cutting edge in many academic fields and has long been recognized for its accomplishments in research and graduate education. There are over 40,000 students at the University of Illinois from 50 states and 100 nations. The University of Illinois is located in the twin cities of Champaign and Urbana (combined population: 100,000), situated about 140 miles south of Chicago in a rural, agricultural location.

The Mortenson Center offices are located in the University of Illinois Library. The University Library is the largest academic library at a public university in the United States. It ranks behind Harvard and Yale as the third-largest academic library in the United States. Today, with holdings of more than 10 million volumes, the library has strengths in many areas ranging from hard sciences to the humanities.

Associates Program Description

The Mortenson Center offers unique, individualized nondegree programs for librarians and information science professionals from outside the United States. The programs provide visitors—known as Mortenson Associates—with a broad knowledge of, and exposure to, the theory and practice of librarianship in America and provide ample opportunities to exchange information about practices in a wide variety of countries. The format of extended visits for the Associates Program is particularly crucial because it allows visitors to gain a deep understanding of the connection between the stated goals of the profession and the actual provision of services to an extent that is simply not possible through book learning alone. *The main components of the Mortenson Center Associates Program are described below:*

- ❖ **Mortenson Center Seminar Series** - Associates participate in a variety of seminars that provide an overview of current trends in the field, including such topics as fund-raising and development, advocacy, library services, area and state networks, preservation and conservation, library administration, and services to the disabled.
- ❖ **New Technologies** - Mortenson Associates participate in practical sessions that help them learn to use the latest technologies applicable to libraries. Associates are provided access to the Internet through campus computer labs.
- ❖ **Tours of Libraries** - Associates participate in many library tours, visiting a wide variety of libraries that may include academic libraries, public libraries, museum libraries, special libraries, school libraries, and business libraries. Each semester we schedule a visit to Chicago to tour the American Library Association headquarters as well as other libraries in the city. We also visit the Illinois State

Library, one of our U.S. partners, located in Springfield, Illinois. The State Library provides interesting and timely programming for Mortenson Associates.

- ❖ **Conference Participation and Library Tours Outside the Region** - National conferences and meetings of major professional organizations represent an important source of information and personal contacts for Associates. If an Associate has the necessary funding, we can help make arrangements to participate in these types of activities. Examples of conferences may be the American Library Association annual or midwinter conference, an area studies conference, or a conference focused on some aspect of librarianship.

When possible, we make arrangements for Associates to attend the Illinois Library Association annual conference. If there is no appropriate conference scheduled during an Associate's stay, we may arrange a tour of libraries outside our local area, provided the Associate has the necessary funding. For example, an Associate might visit the Library of Congress in Washington, DC; libraries in New York City; or other large public libraries in one or more American cities. We design a program that best suits the need of the individual Associate.

- ❖ **Consultations With Librarians** - Individual meetings with local librarians are arranged for Associates based on their particular interests. The meetings may take the form of tours of specific library units, one-on-one meetings with library professionals, or ongoing discussions involving substantive professional questions.
- ❖ **English-as-a-Second Language (ESL) Classes** - We do not include ESL classes as a component of the Mortenson Center program, as we expect that Mortenson Associates will come with the necessary language skills to participate fully in the program. However, we do recognize that many Associates appreciate the opportunity to participate in English classes. The University of Illinois offers a free ESL class for visiting scholars, and many of our past Associates have found the course to be very helpful.
- ❖ **Access to University Facilities and Resources** - Associates receive a University of Illinois identification card granting them full access to the holdings and services of the University Library. In addition, Associates are able to use the computer lab facilities on campus and attend lectures and workshops presented to the general public. Due to space limitations, we are unable to provide office space to Associates at the Center. However, Associates may receive mail and check email at the Center.
- ❖ **Participation in Meetings and Local Workshops** - When possible, we arrange for Associates to participate in presentations and workshops offered for Library faculty and staff. A regional library network organization offers many workshops for librarians from all over the state. We encourage Mortenson Associates to participate in appropriate sessions.
- ❖ **Certificate of Program Participation** - Upon successful completion of the program, Associates receive a certificate of program participation. The Mortenson Center Associates Program is a nondegree program intended to provide professional development opportunities for individuals working in libraries and information center settings.

Funding for Program Participation

Applicants must secure adequate funding to support a stay at the Mortenson Center in order to be accepted into the program. Applicants must provide official confirmation of all funding sources. An estimated budget is provided on the Mortenson Center website (<http://www.library.uiuc.edu/mortenson>). Acceptance into the

program also depends on whether the applicant meets the selection criteria, and the availability of space in the program.

Program Size and Starting Date

Although we receive many requests from professionals to participate in Mortenson Center programs, we accept no more than 12-15 participants at one time. The Fall Associates Program begins in early September and ends the first week of November.

Program Objectives and Selection Criteria

The goal of the C. Walter and Gerda B. Mortenson Center for International Library Programs is to strengthen international ties among libraries and librarians worldwide. To this end we develop programming designed to provide librarians and information specialists with the skills necessary to become trainers of their colleagues upon their return to their home institutions. To attain this goal, Associates will be selected based on the following criteria:

Eligibility Criteria

- ❖ Current employment in a library, information center, or archive.
- ❖ Commitment to furthering the Mortenson Center's goal within participant's own country.
- ❖ Willingness and ability to share what is learned while at the Mortenson Center with others in participant's home country.
- ❖ Sufficiently strong English skills to benefit from the Mortenson Center program.
- ❖ Excellent communication skills.
- ❖ Demonstrated commitment of participant's home institution to supporting sharing activity (training seminars, workshops, etc.).

Application Instructions

Applications must be complete, received within stated deadlines, include all required attachments, and contain official confirmation of funding. Applications will be treated with the strictest confidence.

Application Form

The application form must be completed in English, and should be typewritten, if possible. If additional pages are used, please write the question number and your name at the top of each additional page.

Motivation Statement

The Motivation Statement must be in English and should be no more than 500 words in length. It should describe why you consider yourself a suitable candidate for the Mortenson Center Associates Program and how your participation in the program will

- ❖ help you achieve your professional goals,
- ❖ benefit your home institution, and
- ❖ contribute to the development of libraries in your home country.

Letters of Recommendation

Letters of Recommendation must be in English. Eligible referees include colleagues, advisers, supervisors, and other professionals who are familiar with you and your work, and who can evaluate your ability to participate in the Mortenson Center Associates Program. Family members or relatives are

not eligible to write Letters of Recommendation. Letters of Recommendation must have original signatures.

Additional Application Information

- ❖ All materials must be submitted in English.
- ❖ The Mortenson Center reserves the right to verify all information given in the application.
- ❖ Participants must be prepared to work as team members with other Mortenson Center program participants and to participate as required by the program.
- ❖ Associates will not be permitted to join the program late or depart early.

Application Deadline

February 1 — Fall program starting in early September

Send complete applications to:

Susan Schnuer, Associate Director

Mortenson Center for International Library Programs

University of Illinois Library at Urbana-Champaign

142 Undergraduate Library, MC-522

1402 W. Gregory Drive

Urbana, Illinois 61801 USA

Telephone: (217) 333-0031

Fax: (217) 265-0990

Email: schnuer@illinois.edu & coral2u@illinois.edu

Selection decisions are final.

**MORTENSON CENTER FOR
INTERNATIONAL LIBRARY PROGRAMS**

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ASSOCIATES PROGRAM APPLICATION

A Complete Application Consists of the Following:

1. Completed Application form, in English, with vitae and all attachments, **preferably typed, not handwritten**
2. Confidential Supervisor's Recommendation
3. English Language Proficiency Self-Evaluation
4. English Language Confidential Outside Evaluation
5. Motivation Statement (maximum 500 words)
6. Two Letters of Recommendation

PERSONAL INFORMATION – Name and Birthdate must match your Passport!

Surname:

First (Given) Name:

Middle Name:

Place of Birth:
City Country

Date of Birth:
Day Month Year

Gender: Male Female

Marital Status: Single Married Widowed Divorced

Citizenship:
Country Permanent Resident

Valid Passport: Yes No
Number Expiration Date

Home Address:
Street

City Postal Code Country

Telephone Email

PROFESSIONAL INFORMATION

Requested Program Length (Check one):

Associates Program (September-November)

Associates Program and Individual Stay

(Indicate length of stay: two months, four months, six months, or one year)

Position/Title:

Institution:

Institution URL:

Office Address:

City

Postal Code

Country

Office Telephone:

Office Fax:

Office Email:

Experience: Please indicate your professional and work experience for the last 10 years. Use additional sheet if needed.

Activities: Include affiliations, memberships, and conference participation for the last five years.

Honors: Indicate any professional or academic honors received.

Publications: Attach a list of articles or papers published in the last five years.

Funding: Describe the funding you have available to support your study in this program. Be specific about the amount (in U.S. dollars) and the source of the funding.

EDUCATIONAL BACKGROUND

Institution:

Degree: **Date Received:**

Field of Study:

Institution:

Degree: **Date Received:**

Field of Study:

COMPUTER PROFICIENCY

Please indicate your knowledge and experience in each of the following areas:

Computers Used:

Software: *Please list all major software packages in which you are proficient.*

Email Packages:

Internet Proficiency:

RECOMMENDATIONS

Please provide the names of two colleagues who will be providing Letters of Recommendation on your behalf.

Name:	Title and Institution:	Relationship to You:
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>

PROFESSIONAL DEVELOPMENT

- 1. Describe your current position in a library or information center.**
- 2. Have you participated in any training or professional development programs outside of your country? If so, please indicate program and dates of participation.**
- 3. Have you had experience training other librarians in either formal or informal situations, such as conferences or workshops? If so, please describe.**
- 4. How will your home institution benefit from your experience as a Mortenson Associate?**
- 5. Have you previously applied for admission to a U.S. graduate program or exchange program for librarians? If so, please indicate the program, dates of application, and dates of participation.**

MOTIVATION STATEMENT

On a separate sheet, please submit a Motivation Statement (maximum 500 words) explaining why you wish to participate in the Mortenson Center Associates Program. Please see the instructions provided previously in this document for information that should be included.

CERTIFICATION AGREEMENT

I certify that the information provided in this application is complete and accurate to the best of my knowledge. If selected as a Mortenson Associate, I agree to abide by the stipulations of the Mortenson Center for International Library Programs.

Signature

Date

I agree to return to my home country upon the expiration of my authorized stay in the United States.

Signature

Date

APPLICATION DEADLINE

Program	Application Deadline
Associates Program	February 1

SUBMIT COMPLETED APPLICATION TO:

Susan Schnuer
Associate Director
Mortenson Center for International Library Programs
University of Illinois Library at Urbana-Champaign
142 Undergraduate Library, MC-522
1402 W. Gregory Drive
Urbana, Illinois 61801 USA
Telephone: (217) 333-0031
Fax: (217) 265-0990
Email: schnuer@illinois.edu & coral2u@illinois.edu

**MORTENSON CENTER FOR
INTERNATIONAL LIBRARY PROGRAMS**

CONFIDENTIAL SUPERVISOR'S RECOMMENDATION

To be completed by the applicant's supervisor and submitted separately.

Name of Applicant:
Family Name Given Name

Name of Supervisor:
Family Name Given Name

Title Institution

How long have you known applicant?

Please evaluate the applicant on the following criteria:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Unknown</u>
<i>Oral communication skills</i>				
<i>Written communication skills</i>				
<i>Interpersonal skills</i>				
<i>Adaptability to new situations</i>				
<i>Knowledge of librarianship</i>				
<i>Resourcefulness and initiative</i>				
<i>Analytical skills</i>				
<i>Work habits and dependability</i>				
<i>Leadership qualities</i>				
<i>Command of written English</i>				
<i>Command of spoken English</i>				

Please assess the applicant's ability to contribute to the future development of your institution, the library profession in your country, and how you feel the applicant would benefit from experience at the Mortenson Center.

Signature

Date

Please send completed evaluation to: Susan Schnuer, Associate Director, Mortenson Center for International Library Programs, University of Illinois Library at Urbana-Champaign, 142 Undergraduate Library, MC-522, 1402 W. Gregory Drive, Urbana, Illinois 61801 USA. Or via fax: (217) 265-0990 or email: schnuer@illinois.edu

**MORTENSON CENTER FOR
INTERNATIONAL LIBRARY PROGRAMS**

ENGLISH LANGUAGE PROFICIENCY FORM
Applicant's Self-Evaluation

Name:

Family Name

Given Name

Please indicate your native language and any other languages spoken/studied:

Describe your formal study of the English language and indicate number of years studied:

Secondary School:

College/University:

Other (specify):

Please rate your English language ability on the following criteria:

	Fluent	Good	With Difficulty
<i>Ability to understand lectures</i>			
<i>Ability to read articles and technical materials in librarianship</i>			
<i>Ability to conduct interviews</i>			
<i>Ability to write reports</i>			
<i>Ability to make presentations</i>			

Indicate any English language proficiency test(s)* taken:

	Date	Score Achieved
<i>Test of English as a Foreign Language (TOEFL)</i>		
<i>Test of Spoken English (TSE)</i>		
<i>Other (specify)</i>		

**Test results are not required for application.*

Signature

Date

**MORTENSON CENTER FOR
INTERNATIONAL LIBRARY PROGRAMS**

ENGLISH LANGUAGE PROFICIENCY FORM
Confidential Outside Evaluation

Name of Applicant:	<input type="text"/> Family Name	<input type="text"/> Given Name
Name of Supervisor:	<input type="text"/> Family Name	<input type="text"/> Given Name
	<input type="text"/> Title	<input type="text"/> Institution

Please evaluate the applicant's proficiency using both spoken and written English in a research and professional capacity. Indicate also the source of this knowledge (i.e., Do you use English to communicate with the applicant?, classroom knowledge, etc.).

Signature

Date

Please send completed evaluation to: Susan Schnuer, Associate Director, Mortenson Center for International Library Programs, University of Illinois Library at Urbana-Champaign, 142 Undergraduate Library, MC-522, 1402 W. Gregory Drive, Urbana, Illinois 61801 USA. Or via fax: (217) 265-0990 or email: schnuer@illinois.edu