National Digital Stewardship Residency in New York
Host Institution Requirements

The mission of the National Digital Stewardship Residency (NDSR) program is to build a dedicated community of professionals who will advance our nation's capabilities in managing, preserving, and making accessible our memory, heritage, and cultural record in digital form. The NDSR program is being implemented in New York City by Metropolitan New York Library Council (METRO) with funding and support from the Institute of Museum and Library Services (IMLS).

Program Details:

As part of implementation of the NDSR program in New York, METRO seeks partner institutions in the New York City metropolitan area to host recent master's degree recipients. These residents will work onsite at partner institutions for nine months on well-defined digital stewardship projects. The residents will:

- Be provided a salary and professional development stipend by METRO.
- Be responsible for completing a residency project designed by the host site staff.
- Be immersed in the ongoing activities of the host institution as much as possible.
- Take part in an ongoing series of seminars, workshops, and other educational programs designed by METRO, host sites, affiliated NDSR programs in other cities, and the residents themselves.

Participation in the NDSR program will offer host institutions:

- The contributions of highly skilled and motivated residents selected from a national pool of applicants.
- The opportunity to help create and refine what is expected to be a model for a prestigious residency experience in digital stewardship.
- The chance to be an integral part of a collaborative, multi-city network of host institutions sharing knowledge and experiences related to digital stewardship.
- The opportunity to help foster and mentor emerging leaders in the field.

Characteristics of Host Institutions:

The success of the residency experience is dependent upon the participation of engaged, committed host institutions and mentors. Host institutions willing to participate should be able to provide the resources necessary to ensure a valuable learning and working environment. The following criteria are required attributes of host institutions. Host institutions should:

- Be responsible for the long-term stewardship of digital materials, actively managing data or digital information, or be in a position to influence other institutions through policy, advocacy, consortia activities, and other non-collecting methods of supporting digital stewardship.
- Be able to provide significant digital stewardship projects with measurable outcomes that can be documented in a resident's final portfolio.
- Be able to provide an engaging supervisor/mentor (full-time staff) with the time and resources available to support a resident for nine months.

- Be able to integrate the resident into the broader work and organizational culture of the institution.
- Be able to demonstrate support in writing from upper-level management of the institution's commitment to participating in the program.
- Be able to supply adequate space, supplies, and equipment required for the successful completion of the residency project.
- Allow resident supervisor/mentors to participate in occasional meetings with project colleagues and NDSR program staff.
- Preferably have some experience hosting interns, residents, or fellows.

Characteristics of a Project:

The host institution will be responsible for submitting a project proposal for consideration for the residency. Selected residents will be matched to the best of NDSR-NY's abilities with projects that match their interests and qualifications. Projects for residents should:

- Be well-defined and contain explicit descriptions of deliverables, skills necessary for success, and a summary of how the project fits in the larger scope of digital stewardship and the institution's mission.
- Be practical, hands-on, and collaborative in nature.
- Be designed so that residents can complete the project in nine months.
- Focus either on an aspect of the digital lifecycle or some specific process that spans the entire cycle.
- Require significant intellectual engagement.
- Include transferable skills that will be beneficial for the resident's future career.
- Include work and outcomes that can be presented by the resident to a national audience in conferences, writing, and publications.

Descriptions of the host projects selected for NDSR-NY in 2014 can be found at: http://ndsr.nycdigital.org/ndsr-ny-2014-projects/.

Logistics:

Residents will have onsite supervisors that also act as mentors at their host institutions. Mentors will be expected to commit a percentage of their time to the project, including training, supervision, and guidance. METRO will be responsible for salaries, professional travel reimbursement, and other event costs and activities associated with the program. Host institutions will be responsible for immediate personnel matters. Hosts will also be required to provide an email address for residents. Residents will receive a stipend every other week ($23 per hour for 40 hours per week) from METRO. This stipend does not include benefits such as health insurance or relocation expenses. METRO will provide assistance in locating affordable housing, but residents will ultimately be responsible for securing and financing their own living accommodations.

If you have any questions, please feel free to contact Margo Padilla, NDSR-NY Principal Investigator, at mpadilla@metro.org or 212-228-2320 x117.