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Emily Weak

Welcome to season two of the Hiring Librarians podcast. We talk about hiring, getting hired, and broader career issues for librarians, archivists, and other folks in information service professions. I'm your host, Emily Weak. This podcast is part of my work on the site Hiring librarians.com, where I've spent more than a decade asking questions (complex, stupid, and everywhere in between) to LIS workers on both sides of the hiring table.

00;00;38;14 - 00;00;47;27

Emily Weak

This episode was recorded on March 18th, 2025.

00;00;47;29 - 00;01;20;23

Emily Weak

Hello everyone in podcast land. I'm really happy that you're here with us today. My guest is Katie Quirin Manwiller, and this will probably be the first of two episodes. Katie is the education librarian and assistant professor at the West Chester University. She is chronically ill and dynamically disabled. Katie's scholarship focuses on improving disability inclusion in libraries through incorporating disability into equity work, addressing disability misconceptions, and creating accessible work environments.

00;01;20;25 - 00;01;28;20

Emily Weak

She is currently pursuing a second master's degree focused on disability inclusion and higher education. Hi Katie, how are you this morning?

00;01;28;22 - 00;01;29;23

Katie Quirin Manwiller

Good, thanks. How are you?

00;01;29;28 - 00;01;41;17

Emily Weak

I'm doing okay. Yeah. It's a bright spring sunshiny day this morning, so the possibilities seem endless. We'll see. And for me too. Yeah.

00;01;41;19 - 00;01;42;19

Katie Quirin Manwiller

Thank you for having me.

00;01;42;25 - 00;02;00;10

Emily Weak

Yeah. Thank you so much. I'm really happy to hear more from you. I read some of your scholarship around disability, and we've talked a little bit in email, so I'm really happy to be able

to sit down and have this conversation. It's an area I'm interested in and I would love to know more about. So happy to learn from and to share your perspective.

00;02;00;12 - 00;02;10;25

Emily Weak

Do we want to start maybe with your own career path, how you arrived in libraries, and maybe a little bit more about what you're doing now, including I'm really interested in your second master's that you're working on.

00;02;10;27 - 00;02;33;18

Katie Quirin Manwiller

Sure. I went to the library science program right after undergrad, and I was originally focused in archives. So I went to University of Pittsburgh, but with an archival focus. After my first job out of, graduate school was an archivist at an academic institution. And I knew even though at the time I was hoping to stay in archives, I wanted to do some sort of teaching or outreach as part of that.

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Katie Quirin Manwiller

But being in a primarily processing position was really isolating. So then I worked towards moving into a more instruction role. And so this is my second instruction academic librarian position. I've been in the field for about ten years, like I post graduate school, and I'm, currently at an institution where I'm very lucky to be part of the faculty and part of the faculty union.

00;02;57;08 - 00;03;19;04

Katie Quirin Manwiller

Librarians in our state system are in the same like nine month faculty contract. So I'm on the tenure track right now. And, large reason that I am getting a second master's degree is because I need more graduate credit to go up for promotion. But I'm in a program at Westchester, and we have a number of education and graduate programs in Westchester.

00;03;19;05 - 00;03;41;14

Katie Quirin Manwiller

So I had a normal school out of the state schools in Pennsylvania. Very fun and educational programs. But one of our graduate programs at Westchester is a master's of science in a transition in transformative education and social change. It's designed to be primarily for K-12 teachers, but focused very heavily on, like, critical pedagogy. And while you're in the program, the whole focus is kind of building up to a critical action.

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Katie Quirin Manwiller

Research thesis, where you are examining a problem and presenting a intervention. And so my focus with that thesis is on this really inclusion in higher education, talking about how the

systems in place for accommodations for both students and employees are working great, both in terms of the like limitation of the legislation, but also because higher education doesn't really embrace it in the way that they have embraced inclusion for other groups.

00;04;10;14 - 00;04;33;01

Katie Quirin Manwiller

But civil rights laws. So like the Ada, is really only addressed in bare minimum compliance most of the time, where other things have been really like for example, title mine has been there's much more effort to provide more social inclusion around other identities to have civil rights protections. And there is the Ada. So I'm working to figure out what I want my intervention to be.

00;04;33;02 - 00;04;57;04

Katie Quirin Manwiller

It's interesting because I'm doing a lot of this type of work on my campus. I'm involved in efforts in both my union and in the faculty council, which is separate for our for our system around improving the accommodations process. I help folks in my union navigate it at my institution, and have been in a lot of conversations with, like our Ada committee about improving a lot of the processes on our campus.

00;04;57;04 - 00;04;59;22

Katie Quirin Manwiller

So, yeah, Dei, that's kind of long winded.

00;04;59;23 - 00;05;09;23

Emily Weak

Well, I think it's really interesting. I'm interested in that. You said that a lot of the accommodations aren't working. Do you see a difference between accommodations for K-12 and accommodations and higher ed?

00;05;10;00 - 00;05;35;20

Katie Quirin Manwiller

Yeah. So there are different laws. So the Ada covers higher education for coverage. The workplace is it's like what it's mostly for. Well, in terms of the accommodations process, it's very outlined as an employee. And then the NEA says that any public institution or that receives public funding has to be accommodating, has to provide accommodations, which is what is used for student accommodations and higher education.

00;05;35;20 - 00;06;05;19

Katie Quirin Manwiller

But that process isn't super detailed. And in K-12, which is under the Individual Disability Education Act, an IEP, which is an individual education plan or a gifted individual education plan is much more detailed and hands on. Yeah. As for accommodations and higher education, students have to do a lot of the work themselves. So like my institution has recently adopted an

all online system where the Office of Education Accessibility sends out notices to faculty.

00;06;05;22 - 00;06;26;25

Katie Quirin Manwiller

But that's really pretty new. Traditionally, and probably so a lot of places a student have to inform their faculty every single semester for every single class what their population is. But researchers studied kids who had IEPs in K-12 and looked at what they did for accommodations in college. And like less than 50% of them actually got accommodations in college.

00;06;26;27 - 00;06;46;02

Katie Quirin Manwiller

So we know that. And that's pretty typical to for employees. By and large, most people, a large percentage of people who are disabled and could use accommodations are taking them out. And higher education. And even when they do, there's a lot of there is inherent to that with experiencing discrimination from their professors or from the like, the supervisors and their colleagues.

00;06;46;04 - 00;07;09;03

Emily Weak

Yeah. I think about what I hear from people looking for work about not wanting to ask for accommodations during the hiring process because of being worried about discrimination. And it hadn't occurred to me to make sort of a connection. It's similar for students. You don't know what understanding your professor has or what sort of stance they take, and they have a great degree of control over your future and your experience.

00;07;09;05 - 00;07;29;01

Katie Quirin Manwiller

Yeah, and that's especially true for folks who have, who might not have, like a parent disability, but who has another identity like race that is like visually impaired, but that they could potentially be experiencing discrimination from, from their faculty or in their workplace, that it may not be worth adding another layer to that. Yeah. Disclosing a disability.

00;07;29;08 - 00;07;50;08

Emily Weak

Yeah. Yeah. Thank you. Already you're calling out some really good insights. So I really appreciate it. So let's maybe move a little bit more into some of the meat of the questions that I have for you. I wanted to first start with a definition like what do we mean when we talk about disability or people with disabilities.

00;07;50;11 - 00;07;56;09

Emily Weak

Or what do you mean specifically? Who does that include and who does that not include and where that definition comes from?

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Katie Quirin Manwiller

I mean, I guess I just I mean.

00;08;01;01 - 00;08;07;06

Emily Weak

I'm perfectly willing to accommodate your need for nose blowing. That seems very reasonable.

00;08;07;09 - 00;08;27;29

Katie Quirin Manwiller

But I have a toddler in daycare, and, I, I always get sick about, four days after he does. Okay, so a few things. Disability is first and foremost in the United States, a legal definition. It's not a medical diagnosis. And then most people like, see it as such. You like biological, go to the doctor and get diagnosed as disabled.

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Katie Quirin Manwiller

You can be diagnosed with something that qualifies you as a disability. But in the United States, disability is a term created under the Americans with disabilities Act. Disability is also specifically defined under the individual, the Disability and Education Act. Two in terms of who can get special education services include. But the kind of the bigger definition under the Ada is basically anyone who has a physical or mental impairment that impacts their ability to complete one or more daily life activities, and that was created under the nickname 1st May 1980 law 90.

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Emily Weak

A law from the 90s.

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Katie Quirin Manwiller

Yes, from the Ada. I think it was 1990. I don't know why I'm second guessing this. Okay, that was established under the Ada, and it was created to kind of designate a group of people who are protected under civil rights, but there's a way to protect it. And then in 2008, there was the Ada Amendments Act, because basically after the Ada was originally passed, there was just a ton of lawsuits around who, and a lot of it got hung up about whether or not someone met that definite.

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Katie Quirin Manwiller

And so in 2008 there was an amendment act to expand that definition to the broadest terms possible.

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Emily Weak

Meaning.

00;09;43;13 - 00;10;05;20

Katie Quirin Manwiller

So includes both impairment doing like one or more daily life activity, like having difficulty completing your tasks at work, or things like waking up stairs or taking care of yourself, things like that. But the 20 amendment act of explaining, the definite disability that it should be considered, in the broadest terms, possible, and the definition of a daily life activity was expanded from just like the way you interact with the world.

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Katie Quirin Manwiller

So like being able to go to work base, grocery shop, those sorts of things to also include your bodily systems. So even if you're able to do daily life activities, but your like your nervous system, your G.I system, your immune system in and of itself isn't functioning correctly. That counts as a as a daily life activity. And therefore is encompassed by that, that definition.

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Katie Quirin Manwiller

So that amendment act really stresses that the term disability be applied in the broadest from as possible, so includes things that lots of people don't necessarily consider and as a disability. So things like asthma, like thyroid gland disorders, complications from pregnancy, a lot of things that are not our traditional, our stereotypical understanding of disabilities count and are protected under the Ada.

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Katie Quirin Manwiller

But disability can also be really more of like a personal and cultural identity. Tons of people who meet that definition might not self-identify as having a disability or being disabled. And other folks have see it not just as this legal protection, but also really central to their identity and their community. Especially for, folks who have kind of unique and cultural tied to what would be legally defined as a disability, just like the deaf community has, like a very strong cultural ties to what is legally disability.

00;11;29;13 - 00;11;38;25

Katie Quirin Manwiller

And not all deaf folks consider themselves disabled, because of the negative stereotypes of disability being like a, like an impairment, that there's something wrong with.

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Emily Weak

You, right?

00;11;40;09 - 00;12;02;22

Katie Quirin Manwiller

So it's really complex in terms of personal identity as well, largely because of disability. It's really not normalized in our culture. It's really culturally limited to assumptions about like a binary about if you can or cannot work. And that's really far from the reality. As the CDC estimates, it's 1 in 4, 26% of American adults live with the disability.

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Katie Quirin Manwiller

And those numbers are higher for like Native American Alaskans, folks, LGBTQIa folks. And so people who are multiple, or multi marginalized experience really at higher rates too. But while the legal protections are really kind of prime and there's a lot of flexibility in that because we have such a culturally limited understanding of disability, a lot of people do get excluded from that definition, both just in terms of like in terms of like our cultural understanding.

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Katie Quirin Manwiller

So like a lot of folks who could use things like accommodations but don't understand their connection to disability won't necessarily seek out their protections.

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Emily Weak

Yeah.

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Katie Quirin Manwiller

And then we have to. So go ahead.

00;12;46;16 - 00;13;03;03

Emily Weak

No, no, no, I just that's hitting people who, you know, if, if this could happen for me this way, I could do it. But if you don't associate yourself with because I have a disability or because I am disabled, then you don't go and I have my legal right to it. It becomes a favor you're asking or something that you know.

00;13;03;03 - 00;13;07;02

Emily Weak

Yeah. Instead of something that is your right to have.

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Katie Quirin Manwiller

Yeah. And I mean, under the Ada, an employer, are you talking to a supervisor that says just that? Like I'm having difficulty doing this because of X, Y, z health conditions that should trigger this type of determination process. Yeah. You don't actually have to say the word accommodations for to legally start. That doesn't necessarily mean that that's what happened because most folks don't understand it.

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Katie Quirin Manwiller

And when I talk about this stuff, I also like to stress that, the importance of using the word disability and not using the euphemisms, things like special needs or I'm just saying ability or of like different abilities because the, the thing that's protected under law is disability. Right? So it's really important to use the term disability because that's what it's tying someone to their civil rights protection.

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Emily Weak

Oh, that's really interesting. So many things that are striking me in what you just said. First is I was looking it up online because we talked about the timeline of the Americans with Disabilities Act, and you were like 90 or 91, I can't remember, and it's 90. And just how how recent that is like that is, you know, I think of the Americans with Disabilities Act.

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Emily Weak

And in my head, it's tied into a lot of the civil rights movement in the 60s. Right.

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Katie Quirin Manwiller

Well, so the, first display rights legislation that was passed was in the Rehabilitation Act of 1973. Okay. Section 504 of that law basically said that any federal building should be accommodating for people disabilities. But it took until, I want to say 76 or 77 and a mass protest movement for that to actually be enforced, because they they passed that law and it was a huge deal, our first civil rights protections for people with disabilities.

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Katie Quirin Manwiller

But the federal government wasn't actually putting out any instructions on how to implement it. So nothing was happening. And then it took the second 5 or 4 protests, where disabled activists around the country occupied federal buildings, and the longest one was in San Francisco, and they were there for 25 days, but occupied a federal building to get the Carter administration to actually come out with rules about how to implement section five four.

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Katie Quirin Manwiller

And then that is the basis of the Individual's Disability Education Act, and then later the Americans with Disabilities Act.

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Emily Weak

Yeah. The other thing that was striking me when you were speaking is how big and varied the disability community really is. I interviewed Joe Fitzpatrick, who is one of the people who started or used to be neuro spacey libraries, announced Neurodivergent Librarian Information Science Network and I was like, Joe, you know, if I was an employer trying to create better accessibility for neurodivergent folks in hiring, what is your one on one, you know, what are your 1 or 2 tips?

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Emily Weak

And she was like, you know, neurodivergent people are very so much in their diagnosis and their characteristics. Like, you cannot say one tip and that encompasses all. And that makes me think of, you know, that's just sort of the the neurodivergent community. If you think about all of the disability community, it's hard to say, like, yeah, here is your one tip to be more accessible.

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Emily Weak

I think there are things you can talk about, but just really, how much variation in people will need different things. So you can't just be like, you've you've done it, you know?

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Katie Quirin Manwiller

Yeah, I do actually have one of those like that is helpful. So for them and to me, the most important thing when talking about hiring is that everyone needs to be trained on what accommodations in the hiring process look like, because I think most people have no idea what that means. And so a person, especially the obvious accommodation, like having a sign language interpreter or something like that, if another applicant just asking for an accommodation, like for more breaks throughout the day, and H.R. can tell the search committee that this person is going to have more breaks up day, they should not be saying that this is a disability accommodation, and the search committee

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Katie Quirin Manwiller

or the massive library just knows that this person is getting what they could perceive as special treatment, but it very easily creates opportunity for bias against the disabled candidate. Yeah, even though we know that many don't actually request commendations in hiring. But if folks are trained and understand and the accommodation process is normalized, then that removes that potential for bias.

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Katie Quirin Manwiller

So, like I talked about this when I wrote that blog post for you on accommodations and hiring a few years ago. My institution requires a search committee to go through diversity, equity and inclusion training for searches. And the first time I went through it, the only thing they mentioned about disability was that you can't ask questions about health.

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Katie Quirin Manwiller

And at the end I asked what the what the procedures are. If a candidate needs an accommodation and the response was wow, why are you asking? No one's ever asked that before and they didn't consider including that at all and also didn't know the answer. And I've kind of repeatedly got pushback within my HR about talking to candidates about, accommodations.

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Katie Quirin Manwiller

And so just making sure that's a normal thing and people understand what it is, I would hope would be a big difference in people actually being able to use them then.

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Emily Weak

Yeah, I guess I was thinking about like, you can't say, you know, everybody needs to. I mean, so that being said, I did ask Joe and she said, okay, well, I can't really have one recommendation, but my one recommendation is send questions in advance, like, oh, yeah, you know, and so I think it's hard to say. Well, you know, all candidates need to be able to sit down for the entire interview.

00;18;26;14 - 00;18;47;04

Emily Weak

But you can say some candidates will need to sit down for the entire interview and invite people to be sort of open and creative in thinking about, like, how can we make people more comfortable? Or how can we ensure that people have needs met in the process rather than having having it be so prescriptive? And I think, yeah, you're saying just telling people that exists, this is why it exists.

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Emily Weak

And we need to think a little beyond, you know, just the the rules of how things are supposed to be.

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Katie Quirin Manwiller

Yeah, that's the flexibility is really just being able to provide flexibility throughout it that there

doesn't have to be it doesn't have to be one way in terms of modality, in terms of how your schedule is built out. I think in especially academic hiring, we have a lot of traditions around like what interview looks like that people get really stuck on.

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Katie Quirin Manwiller

And there's the isn't necessarily meaningful in terms of the candidate's experience of the institution or your ability to assess that candidate.

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Emily Weak

Yeah. Anne Gillies who, who's the woman who runs the Search Advocates program at Oregon State University, which advocates as a program where people are generally from outside the department or outside institution and are trained to sit in on the search process and be an advocate for fairness in the process. So not just for the candidate, but also for if there is diversity, hopefully there's diversity on the search committee, but making sure people's voices get heard.

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Emily Weak

And she said hiring is received wisdom, which I had to look up what that meant. But I know it's this idea that it's it's not something where we necessarily get a training manual of how to hire, and that includes all these considerations and something where it happens to you, it happens in your institution, and it's part of the sort of cultural and passed down knowledge, not necessarily grounded in any, research first, for example, or.

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Emily Weak

Yeah. And it happens in very insolently in, in silos. Right. It happens in your institution. This is how we do it in my institution. And maybe you get somebody who comes in from another institution and says, oh, that's different than how I did it. But yeah, there's not a lot of room for change or, or new ideas or it's not built into the process.

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Emily Weak

I don't know what I'm trying to say. You know, I have to tell.

00;20;42;02 - 00;21;02;07

Katie Quirin Manwiller

You, I mean, and it also there's a lot and depending on how much control you have. So like my library, because we're, faculty, like each search committee has the ability to kind of design it. We don't have, like, strict rules around any of it. It's up to the department. And then even within the programs, just kind of there's explaining for each, search committee to do it.

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Katie Quirin Manwiller

So I mean, like there are standard practices that I'm sure each department typically does, but there isn't hard and fast rules, which is good because then when you don't have hard and fast rules, you can incorporate your own facility. Like I was a chair of research last year, that I was able to incorporate a lot of flexibility into.

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Katie Quirin Manwiller

When HR told me I couldn't tell candidates that they had a context, were an accommodation that wasn't an actual work, so I did it anyway. There is that freedom. But it also then doesn't necessarily stick and might be different for any search going forward.

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Emily Weak

Right? Right. I and I want to see very clearly while we're here. You said you told candidates who they're contact for an accommodation. Yeah. And that is a best practice.

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Katie Quirin Manwiller

Yeah. I highly recommend that. My institution is hiring two people right now. And the other search committees are also different. So basically what I did was when I was sending an email confirming this is the time of your interview, basically, for both the first and second round, I just had a sentence that said, if you need an accommodation for this interview, the library can try to do our best for you or you can contact this person in HR.

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Katie Quirin Manwiller

They're good at an email. My suggestion like many academic institutions, when you submit an application online, they'll be like a little box where you can say, I need an accommodation for this interview.

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Emily Weak

Process, right?

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Katie Quirin Manwiller

And that might work for some folks who like you, are a wheelchair user and like, no, no matter what to do this process, if I might come as I need x, y, z. Yeah, for a lot of folks, they might not know what type of accommodation they need until they know the details about the interviews.

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Emily Weak

Like.

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Katie Quirin Manwiller

Yeah, so just asking for the accommodation upfront isn't going to catch everyone. And a lot of folks are really hesitant to put any of that information on an application anyway, because they're afraid of being discriminated against in just that by their application. Yeah. So we offered to accommodate however we could in-house if they preferred or like in the library or business, we could contact editor.

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Katie Quirin Manwiller

Yeah.

00;22;56;19 - 00;23;06;28

Emily Weak

I think it sounds like the more clearly and explicitly you can say, hey, we're happy to do accommodations. This is something that we want to do. The easier it will be for that person to ask.

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Katie Quirin Manwiller

Yes, because a lot of folks that I've found in my own research, and I know other folks in academic libraries looking at this, have them too. So even when people could benefit from having accommodation, they're really hesitant to because they think that it's going to be reflected poorly on them. And also they like, don't necessarily want to disclose their disability which question information inherently does, which is perfectly there.

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Katie Quirin Manwiller

Right? They have no there is no requirement to ever disclosure disability at work. If you don't if you don't want to and you're not comfortable. It's also like it depends on your situation because like most of my scholarship is around disability. So when I interviewed for this job, I openly talked about that because it was really inherent to the work that I do.

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Katie Quirin Manwiller

And I've also seen folks recommend the idea of purposefully disclosing during interviews to kind of gauge the reaction of the teacher colleagues. Which it's really all up to your comfort level and like how badly you need a job and things like that. But disclosing in an interview and, and seeing how folks react if they get really awkward or weird, or if they don't miss a beat, will tell you kind

of how they are as colleagues.

00;24;18;20 - 00;24;26;23

Katie Quirin Manwiller

And the same goes for requesting an accommodation. And hiring will give you a sense of what it will be like to request an accommodation as an employee.

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Emily Weak

Okay, just a quick interruption. Did you miss season one of this podcast? I had some great guests like Ray pun, Katrina Davis Kendrick, Meredith Lowe from archives Gig, and Ala President Sam Helmick. You can find these episodes as well as the interview questions repository, peer reviewed resumes and CVS, and lots of other great stuff on hiring librarians. Dot com.

00;24;53;03 - 00;25;07;22

Emily Weak

You started to talk a little bit about asking for accommodations, and that being an indicator about a place being good or bad to work. Do you think are there any red flags or green flags that you can look for in the actual job? And so before you even get to the interview.

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Katie Quirin Manwiller

Yeah. So some things to look for in the job ad. First of all, there's still some institutions and academic and library world that have really kind of outdated. They continue outdated afternoon language in their postings that are kind of physical barriers. So often in archival postings you'll see at least used to I don't know how much anymore, hopefully not as much, but like the need to lift 20 pounds for something to be able to lift in a box and like that's not an essential need for a job, and it's an immediate barrier for people with disabilities to even apply for that job, both in terms of feeling comfortable, but also like the folks hiring have

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Katie Quirin Manwiller

not recognized that that's a a barrier to accessibility for. Yeah. In addition, looking at what sort of information they provide in the posting, like if there's a remote possibility, is that included in the posting, any sort of flexibility built into the position should be in the posting. So trying to find positions that include that a lot more positions now include things like hybrid friendly or something like that, but also a big thing it has to do with not necessarily just the job duties, but the rest of it.

00;26;14;08 - 00;26;41;21

Katie Quirin Manwiller

So like, do they link to their benefits information? Because health insurance and physical

distance to hospitals, health care is really important when folks are deciding because a lot of, especially academic lab folks have to move right to get a job. So if they're posting includes things like salary, benefits, or at least like links to their HR where you can see kind of all that stuff is a really important thing to know upfront and something you should try to look for.

00;26;41;21 - 00;26;48;08

Katie Quirin Manwiller

And if they don't include it, that I mean, like lots of places to, you know, like refuse to read any of the information, good or bad.

00;26;48;12 - 00;26;52;26

Emily Weak

But and I do want to say sometimes that's not the library, sometimes that's the address.

00;26;52;26 - 00;27;14;26

Katie Quirin Manwiller

Oh yeah. That's like that's the library has very little control in those things. Unfortunately, at my institution, when the search committee I was just on, we really pushed to include a link to our collective bargaining agreement because that has all of our salary, all of that information, like our salary scale, everything like that. And even though we had include that in past postings, the HR guy said, no, we don't do that.

00;27;15;00 - 00;27;32;12

Katie Quirin Manwiller

So what we did is like the the job posting on our website didn't include it. But then the thing that we sent to a job list, we put the link in. Yeah, but so see if in the search committee, if there is any intentional effort to provide those things. Yeah. Is is like at least a really big green flag.

00;27;32;12 - 00;28;02;15

Katie Quirin Manwiller

It's less of a red flag when it's not provided, because so many places don't give the library an option to do that. But it is. I would consider it a really, a good sign if all that's provided. Yeah. Another thing to look for is how the institution is handling diversity, equity, inclusion. This is, of course, very, very in our current times, you not not just because of the federal level, but a lot of states have now passed anti D laws.

00;28;02;18 - 00;28;26;07

Katie Quirin Manwiller

So there like higher education. So seeing what doesn't does not exist on the university website around that will help hopefully gauge the climate as well as seeing. Does their H.R. have a page for accommodations for employees. There should be at least some basic information for employees just on their website. That doesn't mean that there actually is like but like.

00;28;26;10 - 00;28;26;17

Emily Weak

That.

00;28;26;17 - 00;28;41;25

Katie Quirin Manwiller

You should be able to see without logging in to something. So looking to see what their H.R. has about discrimination process freely available will also kind of tell you how well documented and how that process might go at an institution.

00;28;41;27 - 00;28;48;16

Emily Weak

Are there specific job boards that you would associate with organizations that are more disability friendly?

00;28;48;19 - 00;29;13;27

Katie Quirin Manwiller

Not necessarily within the libraries, although I would recommend for folks of color to look at the we hear job board and they require salary information to post there. So for disabled folks of color that I that I would really look there because though those job postings have done an extra effort to be there and to include salary and things like that, but there is at least not that I'm aware of any, but anything specific to disability.

00;29;13;27 - 00;29;23;04

Katie Quirin Manwiller

It's one of those things that unless you know a disabled person that works there, it's really hard to gauge a lot of that from the outside.

00;29;23;04 - 00;29;43;10

Emily Weak

I think often about how personal networks are important in job searching, and I that's another way that they are important. Yeah. So could you walk us through what, asking for accommodations in the hiring process might look like? So imagine that you're trying to advise somebody with disabilities who never applied to an academic library before. How does that process work?

00;29;43;12 - 00;29;48;26

Katie Quirin Manwiller

Sure. So when you submit an application and I talked about this a little before, but yeah.

00;29;48;26 - 00;29;49;11

Emily Weak

So yeah.

00;29;49;18 - 00;30;17;08

Katie Quirin Manwiller

You know, okay, can you do me good for the question. So when you apply and an academic institutions HR website, they'll usually be a question that asks if you have a disability or not. A lot of folks don't like checking. Yes, but that information should not be connected to applications at all. Basically, it's so institutions can report to the federal government the percentage of applicants that are disabled in terms of like meeting anti-discrimination goals.

00;30;17;10 - 00;30;44;06

Katie Quirin Manwiller

An application will also usually include a, especially if it's the online plug in applications and not just sending your resume and cover letter to someone. If it's one of those formal applications, it often will also include a section asking if you need an accommodation for the interview process. And so if you know ahead of time that you will need, for example, like a sign language interpreter, if you are at any stage of the hiring process, you can submit that accommodations request there.

00;30;44;08 - 00;31;08;25

Katie Quirin Manwiller

Often folks won't know what accommodation they might need until they actually see the structure of the interview. Because it can be really dependent. For example, I had I wanted an interview that I had a dinner the night before, and then the day of the interview, it was 11 hours long from breakfast through dinner. If that interview was 11 hours versus if it's like six hours, the need to request additional breaks is going to be different.

00;31;08;27 - 00;31;12;25

Katie Quirin Manwiller

So no one do an 11 hour interview that that's awesome. Don't do that.

00;31;12;26 - 00;31;17;14

Emily Weak

That's maybe a red flag or yeah.

00;31;17;17 - 00;31;26;29

Katie Quirin Manwiller

But once you know, go give interviews can be super, super long. I definitely I'm giving you breaks or. Okay, it's not that long. And they built in breaks already. I don't necessarily need to request accommodation.

00;31;28;16 - 00;31;59;20

Katie Quirin Manwiller

If you're requesting a formal accommodation under the Ada, there's something called the

interactive process where basically you say, okay, combination for x, y, z medical condition. Technically, the employer is then supposed to determine if the request is obvious. And that's that's the term that they uses. It's not really. Well defined, but basically it's meant to be things like sign language interpreter or like access to an elevator for a wheelchair user, something that is like obvious, which it often means visually apparent and like traditional disabilities in our culture.

00;31;59;23 - 00;32;19;21

Katie Quirin Manwiller

And then if a disability, if accommodation is not obvious, then they can request medical documentation. Many academic institutions will require medical documentation to start the process. That's not technically what they're supposed to do under the law, but they do it anyway. So.

00;32;19;23 - 00;32;19;27

Emily Weak

A.

00;32;19;27 - 00;32;43;09

Katie Quirin Manwiller

Lot of academic institutions, especially, especially bigger ones, will have a specific form that they want your doctor to fill out. That is documenting that you have a specific like this is the disability that the doctor is treating you for. Sometimes they ask how the doctor diagnosed it and like, the barriers to, for this case, the hiring process that will require an accommodation and any specific recommendations from the doctor.

00;32;43;12 - 00;33;05;16

Katie Quirin Manwiller

Some situations may just require like a letter from your doctor that says this person has a has a medical need for x, y, z. But a lot of big institutions have like a floor. They need your doctor chisel out. So be prepared. If you would ever question accommodation that you have a medical provider who could fill that out for you, and it doesn't have to be an empty it could be a physical therapist.

00;33;05;16 - 00;33;16;05

Katie Quirin Manwiller

It can be like a counseling specialist who has a master's degree. It doesn't necessarily have to be an empty if you have like a nurse, nurse practitioner or something like that, it can just be whoever's, treating you for that condition.

00;33;16;06 - 00;33;20;21

Emily Weak

And you said, I'm sorry to interrupt, and you said they're not supposed to do that, or so they're.

00;33;20;23 - 00;33;30;02

Katie Quirin Manwiller

Not technically under the ABA. They are supposed to first determine if an accommodation is, we are supposed for requesting medical documentation.

00;33;30;05 - 00;33;30;16

Emily Weak

Okay.

00;33;30;20 - 00;33;37;09

Katie Quirin Manwiller

Technically, they don't ever have to request, information from your doctor at all. There is no legal need to do that.

00;33;39;06 - 00;34;01;02

Katie Quirin Manwiller

But most workplaces will do it and they're allowed to, like, have a form for doctors to fill out. But they shouldn't, they should like talk to you about it before they then request medical documentation, which they often don't. My institution for example, won't start the accommodations process until you've submitted a to have your doctor completed the form.

00;34;01;02 - 00;34;30;09

Katie Quirin Manwiller

It's kind of tricky because there's things they can do under the law, like they can work across like confirmation of the disability from the doctor. There are allowed to directly contact your doctor about that disability. This should happen like less. So in hiring, I would assume that the country because of how quickly hiring moves, but they are not going to be like super intensive with your medical providers who get help, but they don't have to provide the accommodation that the doctor recommends.

00;34;30;11 - 00;34;47;20

Katie Quirin Manwiller

And again, this is going to happen more often as a workplace than the hiring accommodation. I would assume once you have medical documentation, the next step is to discuss kind of options. And usually your doctor will recommend something. And so like for hiring, it should be simple enough requests that this isn't a lot of back and forth.

00;34;47;23 - 00;35;04;06

Katie Quirin Manwiller

But basically the employer can provide a different accommodation as long as it's meeting the same need. So the next step is like a conversation about what that is. And then you implement it and if necessary like required. So again that's not necessarily going to happen in a in a hiring

setting. But it can be a kind of back and forth.

00;35;04;06 - 00;35;05;05

Katie Quirin Manwiller

Yeah.

00;35;05;07 - 00;35;10;17

Emily Weak

Conversation and it strikes me. So it's basically the same process that you would follow if you were employed and asked.

00;35;10;18 - 00;35;25;13

Katie Quirin Manwiller

Yes, there is one definition of the interactive process, and that's just applied to hiring. So like the accommodations are defined as adjustments to the work environment or structure or the hiring process. So it's the same.

00;35;25;13 - 00;35;27;02

Emily Weak

The same blocks. Yes.

00;35;27;02 - 00;35;51;29

Katie Quirin Manwiller

And how it works in terms of confidentiality is that generally HR can only tell a supervisor that a person has an accommodation for X, y, z. And this is what's going to be adjusted. So for hiring I would assume most likely, for example, in my institution HR would tell the dean and then the dean would, would say, hey, this is what we're going to be doing for this candidate.

00;35;52;01 - 00;36;03;22

Katie Quirin Manwiller

The only times the specific disability should ever be disclosed if it's essential to the accommodation itself. So like if you have an accommodation for seizures and you said my accommodation is what to do if I have a seizure.

00;36;03;27 - 00;36;04;16

Emily Weak

Right then.

00;36;04;16 - 00;36;28;15

Katie Quirin Manwiller

The people need to know that you have a seizure, that you have a seizure to be able to fulfill that accommodation. Yeah. But they can't disclose details outside of that. So depending on how the search structures work, the search committee may or may not be told that they're being

accommodated because saying that you have an accommodation is just cause when you have a disability.

00;36;28;15 - 00;36;46;03

Emily Weak

Right. Yeah. I'm thinking back to what you were saying earlier about educating the search committee about the process and what accommodations mean in the process. So let's see. We talked a little bit about providing proof and if it was required, I guess one of my questions is what are the scope of accommodations. Like you could theoretically ask for anything, right.

00;36;46;03 - 00;36;50;04

Emily Weak

If it was necessary to your ability to do the interview.

00;36;50;04 - 00;37;11;14

Katie Quirin Manwiller

So the way accommodations are defined is that a person has to be able to do the draft through the interview with or without accommodations, and accommodations cannot change the essential functions of the job. And that's a thing that gets kind of that essential function thing is often what ends up with can end up with lawsuits or be an undue hardship on the institution.

00;37;11;16 - 00;37;37;28

Katie Quirin Manwiller

And that's supposed to be, like extremely expensive in terms of what an undue hardship means. Like it's a financial like if they would need to completely renovate a bathroom or something and they don't have the money, that type of thing. But as long as it is within the realm of the interview day. So like common things would be like extra breaks or an adjustment to like a meal or potentially the modality or like location on campus, is it physically accessible?

00;37;38;00 - 00;37;46;23

Katie Quirin Manwiller

But it's still within the confines of the interview itself. Conversations about accommodations. Once you have the job, it's not something that's going to be discussed in the hiring process.

00;37;46;25 - 00;38;03;23

Emily Weak

Right? I think I yeah. And I don't know if this is if I'm coming at this because I'm not a person with a disability, and if I had a disability, I would know, like, for example, if I had some sort of chronic fatigue disability, then I would probably know, okay, I'm going to need to ask for breaks or additional breaks.

00;38;03;23 - 00;38;21;06

Emily Weak

So maybe you would just know if you had a disability. What your needs were. But I'm thinking of like to me, when I first heard about people asking for breaks as an accommodation, I was like, oh, I didn't even think about that as something you could ask for as an accommodation. So maybe it's just that I'm asking this question from the perspective of somebody without a disability.

00;38;21;12 - 00;38;22;00

Emily Weak
Yeah.

00;38;22;02 - 00;38;44;10

Katie Quirin Manwiller

So there is also a really helpful resource for this because oftentimes, folks, a disability is like, just know that they're having a hard time and don't know what they necessarily need to fix it. So there's a website called the Job Accommodation Network. The website is Ask.jen.org, Ask Jay and Org. And the Job Accommodation Network is a resource for employers and employees to navigate the accommodation process.

00;38;44;10 - 00;39;03;26

Katie Quirin Manwiller

And it explains everything that's come out of the Equal Employment Opportunity Commission, lawsuits, things like that. And they have a really great a-to-z tool where you can go in and they have a bunch of specific disabilities and or symptoms like pain or fatigue. And if you go to that, they have the potential barriers, recommended accommodations and then examples.

00;39;03;26 - 00;39;28;02

Katie Quirin Manwiller

And they have that for specific disabilities as well as limitations like not being able to stand for one time or something, as well as specifically accommodations and additional resources. And it's a really great tool to kind of see what sort of things there's precedent and what sort of types of accommodations can be made. It's often not just like adjustments to your schedule, but a lot of it can be tools.

00;39;28;05 - 00;39;39;08

Katie Quirin Manwiller

So like different furniture or standing desk or making sure you have screen reader technology, things like that. Bastion has tons and tons and tons of examples for folks to look through to find something that will work for them.

00;39;40;05 - 00;40;00;26

Katie Quirin Manwiller

And details about the hiring process as well. Another resource for folks is if their disability has like a association, there's usually some sort of foundation or something around a lot of like major

disabilities. Those places might also have resources and recommendations for accommodations for that specific a disability.

00;40;00;28 - 00;40;11;08

Emily Weak

That I was thinking about that as you were talking, this was another place in which your social network might also be just talking to people who have similar disabilities or similar experiences.

00;40;11;11 - 00;40;26;29

Katie Quirin Manwiller

And you that a lot help run that discord for library workers with disabilities called Crip Lab. And we have a recommendation section, and I hope I've helped to see folks, navigate the process. And we've talked about options depending on their issues with their workplace, their disability, things like that.

00;40;27;01 - 00;40;32;01

Emily Weak

If somebody is listening and they're interested in your discord, or are you accepting new members or.

00;40;32;01 - 00;40;44;21

Katie Quirin Manwiller

Yes, it is private. We have a website, so somebody could find my email attached to this, or you can go, we have a WordPress site and there's like a way to contact either contact form.

00;40;44;24 - 00;40;46;04

Emily Weak

I will link that in the show notes.

00;40;46;04 - 00;40;53;03

Katie Quirin Manwiller

So, so that they and so folks can type and it go to like the admins and we can send a link them to. Yes.

00;40;53;04 - 00;41;02;01

Emily Weak

But yeah. Yeah that's great. So if an employer says they're unable to provide a requested accommodation, what might the next steps be?

00;41;02;04 - 00;41;29;17

Katie Quirin Manwiller

The employer should not deny the accommodations request without any form of other option. So they are required by law to sign some sort of accommodation. So if they cannot provide a

specific accommodation they have to do something and at least attempt to meet the same needs. Doesn't mean that they don't just deny stuff that and there are two kind of options in those cases one maybe three.

00;41;29;22 - 00;41;52;00

Katie Quirin Manwiller

You can appeal it which is how I've gotten accommodations for accommodations, I've done it at my work or because I've had to appeal, which you might not have time to do all that as an applicant, though. You can also then just talk to the search committee or the library director or dean or something like that, and being like, hey, H.R. is not allowing me to do X, y, z or, or fulfilling this request.

00;41;52;00 - 00;42;12;03

Katie Quirin Manwiller

Is there anything that the library can do in-house like to support me in this process? You can also, just like one that's a big red light for work. But again, it depends on how badly you need a job, right? Yeah. And two, you can just kind of then unfortunately do your best to navigate the hiring process or interview process on your own.

00;42;12;07 - 00;42;12;15

Katie Quirin Manwiller

Yeah.

00;42;12;22 - 00;42;21;16

Emily Weak

Def accommodations which is my next question. Do you have recommendations for self accommodations or thinking about that?

00;42;21;18 - 00;42;56;17

Katie Quirin Manwiller

A lot of it has to do with some kind of pre and post planning and preparation, especially for like the second round of interviews where you're in person and most often are you doing this like daily long interview, but a lot of it comes around to planning. So doing a lot of research on like the campus layout and sort of traveling back and forth to accommodations, you're going to have to do understanding the the library layout to the best of your ability, understanding who you're going to be meeting with, being as well researched as you can on managing the physical location anywhere you're going to have meals at, doing all that kind of research upfront,

00;42;56;19 - 00;43;22;13

Katie Quirin Manwiller

as well as, unfortunately, planning additional time before and after the interview for you to rest. So that requires you to probably take more time off, more sick time to prepare for and recover from the interview. When I interviewed for my job, it was in spring of 2021, so the campus was

still virtual. So my whole interview was on zoom, but even though I was on zoom, I was so exhausted that I, like, slept ten hours at night.

00;43;22;13 - 00;43;54;21

Katie Quirin Manwiller

And then I had to have a sick day the next day because I was so tired from it because of the post exhaustion malaise from like the the brain activity. Even if I active. Yeah. So planning to have to take or like trying to schedule the interview on a Friday so you can have the weekend after doing what you can to build in rest around the interview itself, and then also things like doing your best to be as like physically comfortable in your interview, wearing interview, quote unquote appropriate clothing.

00;43;54;21 - 00;44;22;15

Katie Quirin Manwiller

But that might be like your most comfortable option of that type of thing. Making sure that you have a bag or something like easily accessible to have a snack to take meds on. When you go to the bathroom, there's also a great article by Gayle Betts in In the Library with a lead pipe that is about the experience of disabled academic librarians, and that includes a bunch of recommendations for specific actions, because that is what most folks do.

00;44;22;17 - 00;44;36;28

Katie Quirin Manwiller

So unfortunately, it requires a lot of extra work. The interview process is exhausting for anybody, but for disabled librarians, even, it's even more exhausting because you have to do a lot of preparation to be able to navigate the day.

00;44;37;01 - 00;45;00;16

Emily Weak

And that's the thing that's really striking me as you speak, is I think a lot about the burden of the job application process for anyone, you know, the burden to customize your documents, all of the research, and how that's exacerbated when you also have a disability and you're having to do extensive things to make sure that you can continue to exist before and after enduring.

00;45;00;19 - 00;45;12;24

Katie Quirin Manwiller

Yeah, many disabilities are energy limiting. So like, already, yeah, you have less energy to get through the process, but then you have to expend even more energy to prepare yourself to be able to do that.

00;45;12;24 - 00;45;34;02

Emily Weak

So I, I need to wrap up. Unfortunately, I'm really glad that we've decided to have a second session of this because it's been very, very informative for me. Hopefully it has not been terrible

for, you know, but I wanted to give you just the opportunity. If there's any additional advice you want to bring in now for people that are looking for work that are disabled or have disabilities.

00;45;34;06 - 00;45;56;10

Katie Quirin Manwiller

I think the the biggest thing is to know that you don't there's no requirement to have to disclose. And it is like perfectly understandable if you never want to do it or like you don't want to do it until you receive tenure or something like that. Yeah, that's perfectly okay. But that there is protection to request accommodations under the law.

00;45;56;13 - 00;46;24;10

Katie Quirin Manwiller

Unfortunately, we know that those things are not well understood in our field and well carried out, so to say. So being aware of your needs is really important going into the interview process, because sometimes you can say you might have options for flexibility with the search committee. So they might not realize, are you even requesting an accommodation so you can ask for things that aren't about tying it to your disability or your health at all?

00;46;24;10 - 00;46;56;28

Katie Quirin Manwiller

Or you could say, hey, because I'm driving along with it, could we put in a little bit of break at this point in the interview or like, hey, is it okay if we do audio only for the first round of interview instead of a video? You can try those things without connecting it to, having a disability. But if you are comfortable and out, so to speak, about your disability professionally, I do think there's a lot of value in seeing how the library reacts to disability disclosure to know how inclusive of a workplace it's going to be.

00;46;57;01 - 00;47;22;16

Emily Weak

And you're making me think, too, just how useful it is to be able to have some room in time when you're searching, like, yeah, to not have to search. You know, sometimes, unavoidably, you have to search for work and because you're in a terrible situation or you don't have work or, you know, there's some sort of immediacy, but being able to have that room around that space to find something that's really good for you and not just the thing that's going to keep the rent, come here.

00;47;22;21 - 00;47;37;06

Katie Quirin Manwiller

Yeah, but I mean, like, you need health insurance. So if you need a job and you feel better not disclosing so that you can just get on health insurance and then you can figure it out later, that's perfectly okay. Yeah. You, you have to do what you need to do to take care of yourself.

00;47;37;06 - 00;48;00;16

Emily Weak

Okay? I really thank you so much for taking the time to talk with me today. It's been really, really interesting and I have learned a lot already, and I'm really happy to be able to speak with you. Thank you for listening. And thank you to my guest, Katie Quieran. Manuela, if you'd like to support this podcast and my work on [hiring librarians.com](http://hiringlibrarians.com), you can find my PayPal by visiting the site.

00;48;00;18 - 00;51;14;19

Emily Weak

Or you can go to [Patreon.com](https://patreon.com/hiringlibrarians) forward slash hiring librarians. I'd also love to hear from you about any little thing at all. You can email me at [Hiring Librarians at gmail.com](mailto:HiringLibrarians@gmail.com). The theme tune was written and performed by Matthew Travers. Thanks, Matthew.