



## **ASCLA Mentoring Program 2018-2019 Procedures and Guidelines Manual**

### **1. Program Applications**

All persons interested in participating in this program should fill out an application form by **March 16, 2018**.

**Application for Mentors** (must be ASCLA members)

**Application for Mentees** (ASCLA membership encouraged but not required; must have demonstrated interest in one or more of ASCLA's core areas)

Once received, ASCLA's Membership Committee will review all applications. Accepted applicants will be informed and asked to confirm program participation for this full year. After confirmation of participants, mentor-mentee matches will be made.

All mentors and mentees are expected to attend the 2018 ALA Annual Conference in New Orleans. *Mentees will be provided with a registration waiver for their level of ALA membership.*

### **2. Meetings**

Each mentor-mentee pairing should complete the following forms together...

#### **During the initial meeting:**

- **Confidentiality Agreement**  
*Ensuring confidentiality of specifics discussed between members of a pairing.*
- **Mentoring Action Plan**  
*Outlining broad goals for the partnership and yearlong process.*
- **Mentoring Expectations Contract**  
*Planning timing, content, and format of future meetings.*

Once finalized, each of these forms should be submitted (location forthcoming) for monitoring and record-keeping purposes.

#### **During or immediately after each subsequent meeting:**

- **Mentoring Log**  
*Tracking and taking general notes on meeting content and progress toward goals.*

Submitted after each major meeting (location forthcoming) for monitoring and record-keeping purposes.

### **3. Events/Activities**

Attendance at ALA Annual Conference 2018 in New Orleans is mandatory for both mentors and mentees. An in-person orientation meeting will take place during this conference.



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Other events and activities will be occurring throughout the yearlong program. A calendar, along with some suggested training materials for both mentors and mentees, will be made available prior to the start of the program.

#### **4. Completion of Program**

Mentors and mentees will receive certificates upon completion of the yearlong program, signed by the ASCLA Executive Director and current President.