

ASGCLA

Association of Specialized, Government
and Cooperative Library Agencies

ASGCLA Mentoring Program 2019-2020 Procedures and Guidelines Manual

1. Program Applications

All persons interested in participating in this program should fill out an application form by **April 12, 2019**.

Application for Mentors (must be ASGCLA members)

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

ASCLA Core Areas of Focus:

- Armed forces libraries
- Federal Libraries
- State library agencies
- Libraries serving people who are incarcerated or detained
- Libraries serving people with disabilities
- Library consultants
- Library cooperatives/consortia
- Tribal Libraries

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.

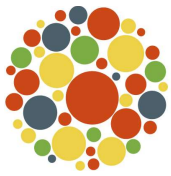
All mentors and mentees are expected to attend the 2019 ALA Annual Conference in Washington DC. *Mentees will be provided with a registration waiver for their level of ALA membership.*

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.
- **Joint Expectations Contract**
Planning timing, content, and format of future meetings.



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Once finalized, each of these forms will be submitted for monitoring and record-keeping purposes.

During or immediately after each subsequent meeting (optional):

- **Mentoring Log**

Optional tracking and taking general notes on meeting content and progress toward goals.

3. Events/Activities

Attendance at ALA Annual Conference 2019 in Washington DC is mandatory for both mentors and mentees. An in-person orientation meeting will take place during this conference.

Other events and activities will be occurring throughout the yearlong program, including a virtual group check-in meeting, two midterm surveys, and an exit survey. 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 ASGCLA Executive Director and current President.