Library Association of Ireland

Scheme of Mentoring for the

Award of

Associate of the Library Association of Ireland (ALAI)

Guidelines for Mentees

Library Association of Ireland - Scheme of Mentoring

Guidelines for Mentees seeking Mentor support

1.0. Introduction

These guidelines arise from the commitment of the LAI to encourage and support its Members in their participation in Continuing Professional Development (CPD) through relevant activities and processes organised by the Association and its groups and sections. These activities and processes include the LAI Scheme of Mentoring introduced in 2014 which will support candidate applicants for the award of Associateship of the Library Association of Ireland (ALAI).

Potential Mentees are advised that these guidelines should be read in conjunction with the Guidelines for Mentors document which is available on the LAI web-site and should note in particular, that the role of the Mentor is one of encouragement and guidance and not that of instructor, supervisor, or assessor of work content to be submitted by candidates for the award of ALAI.

It is not obligatory for candidate applicants for the ALAI to avail of the mentoring scheme in order to apply for and progress their submission for awards of the Association.

2.0. Guidelines for Mentees

2.1. The Mentoring Scheme - Co-ordination and Administration

The Scheme of mentoring will be centrally co-ordinated through the Education Committee: Continuing Professional Development (CPD) of the Association. The Committee will develop all applicable documentation to support the processes of mentor/mentee registration, mentor/mentee agreement, mentor/mentee completion of process and mentor/mentee evaluation.

2.2. The Mentee

The Education Committee (CPD) will maintain a register of candidate applicants for awards of the Association.

The Education Committee (CPD) will also maintain a register of candidates who wish to avail of mentoring support while noting that it is not obligatory to avail of mentoring support in order to apply for and progress candidature for awards of the Association.

It will devise a system whereby candidates for awards of the Association who seek mentoring support can be matched with a suitable mentor.

3.0. Responsibilities of Mentees

3.1. It is the responsibility of potential Mentees who wish to avail of the mentoring support to mange the processes related to their own CPD activity. This includes:

- Reading the documentation on the Scheme available on the LAI web-site;
- Ensuring that they are a personal member in good standing of the LAI;
- Checking that personal membership has been held for a minimum of one year prior to application for ALAI;
- Ensuring that they hold an academic qualification approved by the LAI as listed on LAI website;
- Ensuring that they have two years post-qualification experience, (may include internships, part-time work, etc)
- Understanding and being prepared to work within the parameters of expectation set by the role of the Mentor;
- Participating in training if deemed necessary by the CPD Committee;
- Agreeing the frequency and form of contact with the Mentor;
- Listening and reflecting on the learning achieved through the mentoring process;
- Maintaining records of meetings/contacts, actions agreed and progress achieved;
- Completing forms of agreement/evaluation related to the process as necessary;
- Maintaining the confidentiality of mentor/mentee discussions.
- Completing the application form for candidature for the award of ALAI and submitting it with appropriate documentation and fee, to the address indicated below.

4.0. Mentoring support

4. 1. It is open to all to apply to the mentoring scheme for support. The CPD Committee recognises however, that candidate applicant's for ALAI will have differing needs in respect of their requirements for mentoring support. Some candidates will not need it at all or will require only a minimum of contact involving a single conversation. Others may need support up to the point of submission.

Candidates are reminded that it is not obligatory to avail of the mentoring scheme in order to apply for and progress their submission for a award of the Association.

4.2. The mentor/mentee, individually or jointly, may agree and indicate to the CPD Committee their desire to end the mentoring process at any time bringing the process to a conclusion.

4.3. The CPD Committee may not approve mentoring in cases where it is considered that the necessary information and support can be provided through the CPD secretariat.

4.4. Mentees with mentors, whatever the duration of the process, will agree and complete an 'end of process' **evaluation form** to be returned to the Hon. Secretary of the CPD Committee.

5.0. Application for registration as candidate for mentee support for ALAI

5.1. Potential mentees should, in the first instance, register their application for approval as candidate applicants for the award of ALAI.

5.2. Upon receiving approval for their application, they should, if desired, register their interest in receiving mentoring support, on the **Mentee Registration Form**, available in early 2015 on the LAI website and send it for processing to the Hon. Sec. of the CPD Committee, address as below.

6.0. Monitoring of the Scheme

The CPD Committee of LAI will implement a scheme of review of the mentoring process of which the **mentor/mentee evaluation form** will be a key source of information. The monitoring process will be complemented with other means as informed by the process over time.

7.0. Continuing review

The LAI CPD Committee commits itself to continuing review of the Mentoring Scheme beginning 2015, on a bi-annual basis. These guidelines may be changed from time to time in line with ongoing monitoring and review of the scheme of mentoring.

All Correspondence should be addressed to:
Hon Secretary, Library Association of Ireland,

Education Committee: Continuing Professional Development (CPD),

C/O, Dublin City Library & Archive,

 Administrative Headquarters,

138-144, Pearse Street,

Dublin. 2

Email : cpd@libraryassociation.ie