

**Library Association of Ireland**

**Scheme of Mentoring  
for Association (ALAI)**

**Guidelines for Mentors**

November 2014

# **Library Association of Ireland – Scheme of Mentoring for ALAI**

## **Guidelines for Mentors**

### **1.0. Introduction**

These guidelines arise from the commitment of the LAI to encouraging and supporting Continuing Professional Development (CPD) for its members through various activities and processes including the Scheme of Mentoring introduced to support candidate applicants for the awards of Associateship (ALAI) of the Library Association of Ireland.

Potential mentors should note 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.

Participation in the mentoring scheme is a choice. It is not obligatory.

### **2.0. Guidelines for Mentors for the Award of ALAI**

#### **2.1. The Mentoring Scheme – Co-ordination and Administration**

The Scheme of mentoring will be centrally co-ordinated through the Education Committee (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.

##### **2.1.1 The Mentor**

The LAI affirms that the Mentor is a key element of its CPD programme and will recognise professional contribution as a Mentor for purposes of CPD credits. It will maintain a register of approved mentors. It will put in place an appropriate training programme for mentors as necessary. It will devise an appropriate scheme whereby candidates for awards of the Association who seek mentoring support can be matched with an appropriate mentor.

##### **2.1.2. Role of the Mentor**

The role of the Mentor is to encourage and support candidates for the award of ALAI through the processes of submission for that award. Their function is not to instruct, supervise or assess the content of work prepared by a candidate but to assist the candidate to attain their own potential through active listening, encouragement and guidance. At the initial time of contact and

within the framework of the scheme of mentoring, the mentor will ensure that the Mentee understands the role of the Mentor in supporting candidate applicants for the award of ALAI.

Some key tasks in which the Mentor may offer mentee support are outlined in 6.1 and 6.2. below.

### **3.0. Confidentiality**

The Mentor will maintain the confidentiality of mentor/mentee discussion.

### **4.0. The Mentor will meet the following criteria for Appointment**

- Be a personal member of the LAI in good standing;
- Be a holder of the award of Associateship (ALAI) of the LAI or an appropriate higher level qualification;
- Be able to demonstrate evidence of career long, CPD activity

and will also:

- Be prepared to commit time to mentoring;
- Be able to provide a record of personal contribution to the profession;
- Be prepared to share experiences which assist the process of professional development;
- Commit to participation in any training programme deemed necessary by the Association;
- Have an informed view about the profession as Librarian or Educator;
- Have experience of managing people and have developed inter-personal skills.

### **4.1. Application for Registration as Mentor for ALAI**

Potential mentors should register their interest via the Mentor Registration Form to be made available on the Association web-site. This should be sent to the Hon. Sec. of the Education Committee (CPD) at the address indicated at the end of these guidelines.

### **5.0. Mentor/Mentee Contact**

5.1. It is envisaged that mentors will not mentor more than two candidates for the award of ALAI at any one time. It will be open to Mentors to arrange the frequency of contact with mentees & the methodology of contact eg. direct contact in person, by telephone/skype, email, etc.

5.2. Mentors will agree objectives, maintain a record of meetings/contact and actions with mentee/s and agree dates for progress review.

5.3. Mentors may accept or reject mentees suggested by the CPD Committee. They may decide on the number of mentees accepted at any one time and may limit the sectoral area from which mentees will be accepted.

5.4. Mentors and Mentees, individually or jointly, may agree to indicate to the CPD Committee their desire to end the process at any time bringing the process to a conclusion.

5.5. Mentors and Mentees will agree and complete an end of process evaluation form to be returned to the Hon. Sec. of the CPD Committee at the address found at the end of these guidelines. The information will be used for purposes of process evaluation only. Reference to individuals involved in the process will remain confidential.

## **6.0. The Mentor – Supporting the process of submission - Preparatory Tasks**

The Mentor should ensure that the candidate mentee has read the Guideline documents for the Award of ALAI thoroughly to ensure compliance with formal requirements.

They may offer some guidance with regard to the appropriate detail for the submission to be made by the candidate mentee for ALAI including guidance on provision of supporting documentation as outlined in 6.1.below.

The dates for submission of applications for ALAI in each year are 15 March, 15 July and 15 October. The Mentor might advise the candidate as necessary to draw up a list of courses attended, presentations made, and workshops chaired etc. with dates as appropriate. In that context, a timeline for submission would usefully be discussed with the candidate bearing in mind that the candidate needs to allow sufficient time to:

- Set up a filing system for paperwork - a multi pocket folder for certificates etc. can be useful. S/he should also set up a folder, preferably in electronic form for the application process. The application form should ideally be downloaded and completed electronically.
- Ensure s/he has copies of degrees/diplomas and other relevant certificates including Certificates of Attendance at LAI courses;
- Gather relevant documentation,
- Complete application form and complete professional development report;
- Proof-read all documents prior to submission.

In finalizing the process time-table the Mentor should advise the candidate mentee that sufficient time must be allowed to enable the Mentor to read and offer feed-back as appropriate.

Candidate mentees should be advised that they should request the agreement of referees (one of which must be the current or last employer) for permission to use their name as referee.

## **6.1. The Mentor – Encouraging the process - Supporting Documentation**

Supporting documentation might include some or all of the following:

- Copies of degrees/diploma certificates and other relevant qualification;
- Information on candidate membership of LAI including details of involvement in special interest groups and service on committees;
- Membership of other professional bodies;
- Bursaries/Awards/Special responsibilities with dates;
- Internal (to home institutions) courses and external courses attended with titles and dates;
- Details of significant internal presentations/contributions made to library newsletters/blogs etc.
- Details of external presentations made with dates;
- Details of voluntary work experience (not restricted to libraries).

## **6.2. The Mentor – Encouraging the Professional Development Report**

The Professional Development Report is a key aspect of the submission for ALAI along with the application form and supporting documentation. The Report will not exceed more than 500 words.

Preparation of the Professional Development Report may be the most challenging part of the process for some applicants.

The Mentor will encourage the candidate mentee to approach the personal statement as an opportunity to highlight how professional development activity has helped develop the applicant's career and to use the Report to illustrate the relevance of the activities to their career path/aspirations. The Mentor will encourage the candidate to aim towards a reflective piece of writing rather than a list that duplicates the application form.

## **7.0. Monitoring of the Scheme**

The Education Committee: CPD 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.

## **8.0. Continuing review**

The Education Committee: CPD of LAI commits itself to continuing review of the Mentoring Scheme, beginning January 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,

138-144, Pearse Street,

Dublin. 2

Email: [cpd@libraryassociation.ie](mailto:cpd@libraryassociation.ie)

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