

# ACL MENTOR PROGRAM

2010

## **MISSION STATEMENT**

The ACL Mentor Program is designed to assist ACL members in developing their professional skills through interpersonal relationships with other members to enhance their sense of belonging in the Association and their ability to make confident and competent decisions in their individual library settings.

## **GOALS AND OBJECTIVES**

The basic goals of the ACL mentor-mentee relationship are:

1. To provide guidance for the mentee's professional development. This will be accomplished mainly through assisting them in developing their professional goals within their current working experience;
2. To assist mentees in analyzing work-related issues or problems in an impartial manner;
3. To provide mentors an opportunity to share helpful hints from their personal professional experience and knowledge;
4. To help mentees develop their professional leadership skills that will not only enhance their work experience but will also help develop their leadership within the Association of Christian Librarians;
5. To give mentees the opportunity to learn about ACL and Christian librarianship and provide them with guidance concerning their future relationship to ACL;
6. To provide first-time conference attendees with an opportunity to become acquainted with the Association as well as with individuals attending the conference through a personalized friendship with a member of the Association. This is the Barbara Nelson Mentor Program as established by the Board of Directors.

In addition to these six goals, each mentor/mentee partnership may decide on other goals they wish to establish for their relationship, but not at the expense of these goals stated.

## **CRITERIA FOR PARTICIPATION**

1. **Conference mentoring (Barbara Nelson Mentor Program):** Intended exclusively for first-time attendee at an ACL annual conference. *Mentors must be members of the Association and have attended at least one previous conference.*
2. **Annual mentoring:** The ACL Mentor Program is intended to serve the ACL membership regardless of the kind of library in which the member is working. Mentors will be drawn from the membership as a whole, as will mentees. *Participants must be members of the Association.*

### **Mentees:**

1. New to the library profession within the past 5 years; OR
2. Working as a solitary library in their institution; OR
3. Taken a new position with which they are unfamiliar (ex: a cataloger who becomes the library director); AND

4. Willingness to follow the guidelines of the mentor program; AND
5. Commitment to participate for one year.

**Mentors:**

1. At least 5 years of experience in the library profession;
2. A position similar to that of the mentee to whom they are assigned;
3. As close as possible geographically to the mentee to whom they are assigned;
4. Willingness to maintain contact with the person to whom they are assigned;
5. Commitment to participate for one year.

**GENERAL MANAGEMENT STRUCTURE**

The ACL Board of Directors carries the overall responsibility for the program through the Vice-President. Under the direction of the Vice-President, a Mentor Program Chair will serve as the coordinator of the year-long mentor program. The Chair will call upon the Liberal Arts Section and the Bible College Section for assistance as necessary. The Mentor Program Chair will be appointed by the Board of Directors upon the suggestion of the Vice-President for a term of two years.

The Mentor Chair will be responsible to publicize the annual mentor program and to match the applicants with mentors.

**LENGTH OF PROGRAM**

1. **Barbara Nelson Conference mentoring program:** Each first-time attendee at the annual conference will be assigned a mentor for the duration of the conference. The mentors will be assigned as early prior to the conference as possible, and will maintain a relationship with their mentee for the entire conference. Mentors will be free to continue the relationship after the conference, but are not obligated in any way to do so.
2. **Annual mentoring:** The program will be one year in length for each match. As much as possible, the mentor-mentee partnership will begin on July 1, or immediately following the ACL annual conference. It will end on June 30 of the following year. From time to time there may be occasion to have a different timetable, but this will be the exception, not the rule.

Beginning with the 2011 conference, the Mentor Chair should provide a meeting time and orientation to the mentor program for all parties who are present at the ACL annual conference in June in the form of a workshop/seminar. The program will be structured to give the mentor and mentee pairs opportunity to: 1) be reminded of the obligations of the program for each party; and 2) to become better acquainted. Specifics of each conference program will be determined by the Mentor Chair with assistance from the ACL Vice-President on an annual basis.

## **NATURE OF THE MENTORING**

Because of the distance that will usually exist between the mentor partners, most of the mentoring relationship will of necessity be via telephone calls, letters, email messages, and other electronic methods as appropriate and acceptable to both parties. Whenever possible, a personal visit to the other's campus and library will be an added bonus for the relationship.

## **SUGGESTED ACTIVITIES FOR MENTORS AND MENTEES IN THE YEAR-LONG PROGRAM**

These are *suggestions* for activities to be included in the interaction during the year:

1. Read and discuss the history of the Association (*The Christian Librarian*, special edition, 49:2, 2006)
2. Read and discuss the Authority, Responsibility, and Accountability of the Board of Directors and Office Administrator (Member Handbook, p. 10-11; [www.acl.org](http://www.acl.org), members only section)
3. Discuss the membership benefits as listed on the member section of the ACL web site.
4. Discuss various opportunities for volunteer service in ACL.

## **SUGGESTED ACTIVITIES FOR CONFERENCE MENTORS AND MENTEES**

1. Eat supper together on the first night of the conference; introduce the mentee to everyone sitting at the table during the meal.
2. Attend the opening night activity together; introduce the mentee to everyone who greets the mentor.
3. Go over the week's schedule together on the first night and discuss what workshops/seminars might be of greatest interest.
4. Discuss the various aspects of the conference schedule: devotional times, CILA meeting, section meetings, activity times, etc.
5. Following the conference, contact the mentee with a follow-up message of encouragement.

## **PROGRAM PROMOTION**

The Vice-President and Mentor Chair will publicize the program beginning in the spring of each year, mainly through the ACL list serve. Mentor partners will, if possible, be matched before the ACL conference. If the Vice-President desires assistance with matching conference mentor relationships, the Mentor Program Chair will assist in that activity as well.

Beginning partnerships and ending partnerships for the year program will be included in the invitation to participate in the conference seminar program at the conference.

## **PROGRAM EVALUATION**

1. Conference mentors: The Vice-President will be responsible to develop evaluation tools and procedures for the conference mentor experience as that person sees fit.
2. Year mentor program: Each mentor and each mentee will be asked to prepare and submit a brief report at the six-month time of the program, and a more detailed report at the conclusion of the program. Copies of the reports are attached.