

# Mentorship Program Guidelines

Submitted by vkwong on Sat, 02/02/2008 - 23:50

## 1. Responsibilities of Mentee:

1. Make initial contact with your assigned mentor. Agree on the best communication methods.
2. Introduce yourself to your mentor. An updated vita may be a good start.
3. Convey your interests and area of needs you want covered during the mentorship period. Please make your needs specific so you can get feedback from your mentor about whether those needs can be met.
4. Submit a [program evaluation](#) by May 1.

## 2. Responsibilities of Mentor:

By agreeing to be a mentor, you will be helping a new professional or library school student to develop his/her professional career with information, experience, and encouragement. Email is usually the convenient way of communication.

1. Send a welcome message to the mentee.
2. Discuss with your mentee what you can do to meet his/her needs.
3. Work with your mentee to achieve a common goal within the program time frame.
4. Provide needed help and advice to the mentee.
5. Submit a [program evaluation](#) by May 1.

## 3. Responsibilities of Mentor and Mentee:

1. Complete and submit the CALA Mentoring Duo Agreement to CALA Mentorship Committee
2. Set up the method and frequency of continued communication.
3. Determine activities/projects within the program time frame. Possible topics include:
  - Sharing professional experience
  - Introducing grant opportunities
  - Providing career advice
  - Developing a research topic
  - Refining or creating a resume
  - Exploring professional/career development interests and continued education opportunities
  - Assisting in self-assessment
  - Creating a personal web page
  - Encouraging participation in professional organizations and listserv(s)
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4. Determine how to proceed with the project and agree on the time that both of you can devote to the program.
5. Be timely in your correspondence and communications.
6. Be courteous and considerate to one another's needs and limitations.
7. Show respect, and deal with issues in a professional manner.

8. Both parties are encouraged but not required to meet at the CALA annual program (same time frame as the ALA annual).
9. If possible, take the opportunity to make a presentation at the local chapter or CALA annual program and/or publish your experience in the Journal of Library and Information Science (JLIS), or the CALA Newsletter to share with others.