

## Librarians Serving Diverse Communities (LDC)

Serra Cooperative Library System Grant

### FAQ – Mentoring Program – YR 3

#### Q. Why should I get involved in mentoring?

A. "Mentoring through LDC not only gives students the chance to gain this crucial support, but gives mentors the benefit of touching base with current topics and remaining relevant through ongoing education in the field." – Mentor Laura C.

"I signed up as a mentor to help out the project and to support Serra. I found to my surprise that I have loved being a mentor. The experience lets you relate to newer librarians in a helpful way without being their supervisor and having the agenda and goals of your organization take precedence over your relationship. The benefits are two way – my mentee has a lot of life experience – I enjoy bouncing some of my situations off her and getting her input." – Mentor Betty W.

#### Q. I am swamped at work! How much time/energy is involved in the program?

A. The mentoring program is designed to be as low-impact and easy as possible.

- Communication with a mentee is primarily by phone or email on a weekly basis. Some partners meet occasionally in person, but this is not required.
- Mentor attendance is welcome and highly encouraged at LDC (Librarians Serving Diverse communities) events. These events may be the only opportunity to meet with one's mentee in person. LDC events for grant year 3 include LDC professional development workshops, a spring job fair, local library conference attendance, and a year-end celebration.

Librarians for Diverse Communities 820 E Street San Diego, CA 92101  
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- Each mentor plans and hosts a Shadow Day for the mentee to visit the workplace or some other professional "field trip".
- A mid-year and a year-end mentor survey is submitted for the grant report.
- The priority in terms of time and energy is coaching, advising and encouraging your mentee during regular communication.

### Q. What support will my library provide if I become a mentor?

A. All of the Serra library directors are aware of the grant and support the mentoring component. However, each library system has been impacted by the current economic situation, resulting in varying levels of cost share support. The table below gives an idea of what support your library may provide:

Library	Mileage	Time Away from Work	Mentoring Call/email at work	Attend conference	Other
<b>Carlsbad</b>	Grant pays or city pays	Release time or flextime	OK	Release time and pay, if local conf.	Release time for non-local conf.
<b>Chula Vista</b>	Grant pays	Release or flex-time, depends on schedule	OK	OK, if grant pays	Must schedule well ahead of LDC activities
<b>Coronado</b>	Grant pays	?	?	?	
<b>Escondido</b>	Grant pays or city vehicle	Release or flex-time, depends on schedule	OK	OK, if grant pays	
<b>National City</b>	Grant pays	?	?	?	
<b>Oceanside</b>	Grant pays	Flextime	OK	OK, if grant pays	
<b>San Diego County</b>	Grant pays	Flextime	OK	?	
<b>San Diego Public</b>	Grant pays	Flextime	OK	OK, if grant pays	
<b>SDCP Law Library</b>	Grant pays	?	?	?	

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<b>Brawley</b>	Grant pays	Release or flex-time, depends on schedule	OK	OK, if grant pays	
<b>Camarena</b>	Grant pays	Release or flex-time, depends on activity	OK	OK, if grant pays	
<b>El Centro</b>	Grant pays	?	?	?	
<b>Imperial County</b>	Grant pays	?	?	?	
<b>Imperial Public</b>	Grant pays	Release or flex-time, depends on activity	OK	OK	

### **Q. How am I matched with a student?**

A. The matching process has been revised to factor in the geographic distance between mentoring partners. In addition, mentor expertise and experience is weighed against a student's interests in library specializations and services. Mentors and mentees are pre-matched, with the expectation that the partners will meet in person to discuss partnering parameters, student goals and objectives, and the completion of the formal mentoring agreement.

The Meet & Greet provides a formal orientation and training session for both mentors and mentees, as well as the opportunity for partners to meet in person.

Those partners who are unable to attend the Meet & Greet will receive orientation and training materials from the Mentor Coordinator, as well as assistance in building a successful partnership.

### **Q. What if the mentoring partnership doesn't work?**

A. Mentoring partnerships may not work due to a number of factors: scheduling problems for communication, increased work

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load, lack of support in the workplace, mentor–mentee relationship not mutually satisfying, etc. Partnering requires a level of trust and openness between mentor and mentee that may make some participants uncomfortable. The key is honest, open communication. However, if communication is becoming one–sided or non–productive, the Mentor Coordinator should be contacted. She will either work with the partners or arrange a new partnership that is more stimulating, educational, and rewarding . Mentors are too valuable an asset to lose due to a lack of commitment from a mentee.

### Q. What else should I know as a mentor?

A. Serving as a mentor is considered an in–kind donation of the mentor's time by the mentor's library workplace. Supervisor approval must always be obtained before attending an LDC event. It is therefore vital for mentors to keep close track of all donated LDC time:

- online, phone, or personal communication with mentee
- travel time to and from LDC activities and events
- time spent at LDC events and workshops
- time spent on Shadow Day or alternate partner activity
- time spent at conferences with mentee or other LDC student activities or attending diversity programs/

A. Travel costs to and from LDC events and activities will be reimbursed. Both the in–kind donation of time and the mileage reimbursement form can be found on the Serra web site.

A. Mentors are encouraged to attend library conferences with their mentees. Serra is currently assessing the funds available in Year 3 for conference expense reimbursement to mentors. Year 3 is

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especially exciting with the possibility of attending CLA, PLA, and/or ALA. In order to receive reimbursement, mentors are expected to interact with their mentee or a LDC student conference attendee some time during the conference, participate in any LDC meeting held at the conference, and also submit a brief report about the benefits received from attending the conference.

A. The Serra web site offers a wealth of information. The site includes an overview of the grant, brief biographies of the students, and online forms for reimbursement. Visit [www.serralib.org](http://www.serralib.org) to learn more.

Vera Skop is the Serra Cooperative Library System director and LDC grant coordinator ([vskkop@serralib.org](mailto:vskkop@serralib.org)) Michelle Donez is the LDC Administrative Assistant who works with the students ([mdonez@serralib.org](mailto:mdonez@serralib.org)).

### **Q. Whom do I contact with mentoring questions or problems?**

A. Contact LDC Mentor Coordinator Carol Naegele at 760-994-5975 or [cnaegele1@cox.net](mailto:cnaegele1@cox.net).

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