



2015 Mentorship Program Proposal

In 2015, WVLS is implementing a trial mentorship program for new WVLS public library directors. Initially this mentorship program will be specific to V-Cat/Sierra services and will be available to new directors who use Sierra to perform routine administrative functions.

This program will be available to new library directors for one year and will supplement V-Cat training and support provided by WVLS staff.

Each new public library director will be partnered with a mentor having a minimum of two years of experience using Sierra at a library in the WVLS area. WVLS will select mentors based on their interest and Sierra experience.

Each mentor will be responsible to provide a minimum of three 6-hour days of training, which includes mentor's travel time, at \$125 per day plus mileage. The mentor will be responsible to visit the new director at their library, initiate a peer-to-peer relationship, answer Sierra questions, clarify V-Cat procedures, and provide additional follow-up/review of the V-Cat guidelines and training materials. The agenda/schedule for each day of training will require prior approval from the WVLS V-Cat Administrator. Additionally, the mentor must submit a written report summarizing key training results within one week of the training to the WVLS V-Cat Administrator.

Each new director/mentee will be responsible to meet with a mentor at least 3 times within a one-year period; take initiative and seek advice from the mentor when needed; take responsibility for learning and be prepared to discuss needs and objectives with the mentor; and be able to receive feedback in an objective manner from the mentor.

The mentor and mentee will each be required to complete an informal evaluation form and submit it within 30 days of the program's completion to the WVLS V-Cat Administrator.

Evaluation results will guide the direction of this program in 2016 and 2017. If this program is a success, WVLS will broaden its scope to include topics other than Sierra/V-Cat.

(May 16, 2015)