



ALAO Mentoring Program Contract

Mentor/Mentee (latter for peer mentoring): _____

Mentee: _____

The ALAO Mentoring Program's goal is to aid in the professional development for individuals within the field of librarianship who are also members of ALAO. Mentoring goals should be agreed upon between the two parties and should be attainable, relevant, and workable for both parties.

Goal #1: _____

Goal #2: _____

Goal #3: _____

Optional Additional Goals Attached: _____ (Check here if applicable)

Duration of Commitment (# of months): _____

(ALAO suggests no longer than 12 months but the choice is ultimately up to the mentor/mentee.)

Frequency of Meetings: _____

(e.g., bi-weekly, monthly, bi-monthly; best to articulate clearly, being respectful of each other's schedule)

Communication Method: _____

(e.g., face-to-face, phone, email, other online communication, or some combination of these)

**** Your signature below indicates that you agree to the outlined plan in this contract and you will keep all communications between the parties in this contract confidential. Please submit a copy of your contract to the ALAO PDC member who informed you of your mentor/mentee pairing. It will be kept on file for the duration of your relationship only. If the relationship does not work out, either party has the right to terminate the relationship. If this is done, the parties are required to inform the current ALAO Mentoring Program Coordinator of their decision to terminate the contract. ****

Signature #1: _____ Signature #2: _____

Date: _____ Date: _____

Email: _____ Email: _____

Phone: _____ Phone: _____