ILEAD USA DELAWARE

Innovative Librarians Explore, Apply, and Discover
A 21st Century Technology and Leadership Skills Institute

Mentor Application

Are you interested in facilitating a new initiative to encourage Delaware library staff to meet 21st century community needs with interactive, participatory technology tools? Do you want to be involved in a project that will exercise your leadership and project management skills?

The Delaware Division of Libraries is looking for **Mentors** who can help the project achieve its stated mission - to help Delaware library staff implement web technologies that foster community participation, as well as inspire leadership, innovation, and positive change.

The primary role of Mentors is to work with their assigned project team to foster team building and to shepherd the team to complete their project. A Mentor's role is to develop a relationship with members of the participant team (ILEADers) and to become a trusted counselor to those members. Mentors offer guidance, serve as sounding boards, share expertise, resolve problems on the spot, remind ILEADers to communicate with their community representatives, and ensure that communication flows among all parties involved with ILEAD USA DELAWARE. Mentors play a critical role in assisting the participant teams to fully benefit from the ILEAD USA DELAWARE program.

In addition, in-person session 2 will focus on team presentations of their product proposal. Mentors will give their team either approval to move forward or recommendations for modifications. The other ILEADers will have an opportunity to comment as well. Since the Mentors will have been working with their team since the beginning of the project, none should have an unacceptable project proposal.

Examples of participatory technology tools include:

Augmented Reality	Social Bookmarking (e.g., del.icio.us)
Blogging Tools	Social Networking (e.g., Facebook)
Digital Audio/Podcasting	Tagging (folksonomies)
Digital Photography	Video Conferencing
Digital Video	Virtual Reference
Gaming	Virtual Worlds (e.g., Second Life)
Instant Messaging	Web Conferencing
Photo Sharing Site (e.g., Flickr)	Wikis

Desired outcomes/expected results:

- ILEADers will be proactive about using participatory technology tools to address community needs;
- ILEADers will learn how to evaluate new technology and match user needs to the appropriate tools;
- ILEADers will learn how to implement needs assessments, manage projects, and assert leadership skills;
- ILEADers will mentor others in the profession on skills learned;
- Library staff and end users will engage in conversations, services, and programs in innovative ways;
- Library users will be better positioned to direct and optimize their library experience;
- ILEADers will have at least one community member to be a conduit for feedback;
- ILEADers will network with other library staff to foster future collaboration and sustainability.

Learning outcomes will include a strong knowledge of:

- Terms associated with participatory technology, as well as the tools
- Teaching skills vis-à-vis technology tools
- Components of a basic community survey
- Creation, analysis, and follow-up of a survey in order to design an appropriate project to benefit the community
- Components of project design, coordination, and implementation
- Obstacles associated with implementation
- Strategies for overcoming obstacles and explaining issues to administration
- Successful/unsuccessful models of library adoption
- Methods to improve implementation/adoption
- Ability to form a plan to disseminate information about a project
- How to keep a project up-to-date
- When to adapt a project
- When to discontinue a project
- Ability to put evaluation plans in place

All expenses, with the exclusion of travel and incidentals, will be covered by the grant. Mentors will not be compensated for their time.

The University of Delaware's Virden Retreat Center in Lewes will be the site for three mandatory in-person sessions:

- **March 23-26, 2015**
- **June 22-25, 2015**
- **October 26-29, 2015**

Each Mentor will also be required to attend approximately 5 virtual sessions during the intersessions (April-May 2015 and July-September 2015).

If you have some expertise relevant to the stated outcomes/expected results and are willing and able to organize and lead others, please fill out the following application to be involved as a Mentor in this exciting project!

Mailing Assembly Checklist

Submit this form with the <u>complete application package</u>

Step 1:

Assemble the **complete application package**, which is defined as, and must include:

_____ One MAILING ASSEMBLY CHECKLIST

_____ One MENTOR APPLICATION and CONFIRMATION CHECKLIST (with original signature)

_____ One BRIEF ONE-PAGE RESUME

_____ One PERSONAL INFORMATION FORM (with original signature)

_____ PHOTO AND VIDEO RELEASE FORM (with original signature)

_____ LETTER OF COMMITMENT: GOVERNING AUTHORITY (with original signature)

Step 2:

_____ Make one photocopy of the **complete application package**, including any supporting documentation or letters, for your records

Step 3:

_____ If submitting by email, send **complete application package**, including all supporting documentation and or/letters, to events@lib.de.us

_____ If submitting by mail, send the original **complete application package**, including all supporting documentation and/or letters, to:

Delaware Division of Libraries
121 Martin Luther King Jr. Blvd. North
Dover DE 19901
Attn: Katie McDonough

Questions? Email events@lib.de.us. Please include ILEAD in the subject line.

Application package deadline by email or postmark is Wednesday, *December 31, 2014*. The Delaware Division of Libraries will send email notification of acceptance by *January 30, 2015*.

Mentor Application and Confirmation Checklist

Submit this form with the <u>complete application package</u>

The University of Delaware's Virden Retreat Center in Lewes will be the site for all three mandatory in-person sessions:

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- **October 27-29, 2015**

Each Mentor will also be required to attend approximately 5 virtual sessions during the intersessions (April-May 2015 and July-September 2015).

If I am selected as a MENTOR, I, _____, agree to and confirm the following ILEAD USA DELAWARE criteria:

_____ I confirm that I have **enclosed** the completed **Personal Information Form** providing required contact information.

_____ I confirm that I have **enclosed** a **Brief One-Page Resume**.

_____ I confirm that I have **enclosed** the required **Letter of Commitment** from my governing authority.

_____ I confirm that I am employed by a Delaware library or school media center or attend a library school that is accredited by the American Library Association.

_____ I agree to assume responsibility for all travel and personal and incidental expenses. Lodging and meals will be paid for by the grant.

_____ I commit to attending all three ILEAD USA DELAWARE in-person sessions and to participating in all virtual intersession activities and assignments (approximately 5 virtual sessions). I understand that if I am unable to attend any one of the ILEAD USA DELAWARE in-person sessions, I am automatically eliminated from eligibility to participate in ILEAD USA DELAWARE.

_____ I agree to notify the Delaware Division of Libraries immediately if I am selected to be a Mentor but cannot attend the in-person sessions.

_____ I understand that if I must miss a meeting or withdraw my participation in the project due to unforeseen circumstances, then my team will work with the Delaware Division of Libraries and other Mentors to make appropriate arrangements.

_____ I agree that I will read all project documentation.

_____ I confirm that I have an email address that I check *very frequently, at least daily.*

_____ I agree to participate in the evaluation of the project through interviews and surveys. If I am selected to participate, I understand I will be given another opportunity to voluntarily agree to participate in each specific evaluation activity.

_____ I confirm that the Delaware Division of Libraries can publish my name, title, and organization if I am selected for participation.

_____ I confirm that I have read and agree to the **Photograph and Video Release.**

_____ I understand that I will not receive financial compensation or any honorarium for my time as a Mentor.

_____ I believe I would be an effective Mentor because (200 words or less):

SIGNATURE:

DATE:

Brief One-Page Resume

Submit with the <u>complete application package</u>

<p align="center">**Personal Information Form**</p>

<p align="center">*Submit this form with the <u>complete application package</u>*</p>

Part I. REQUIRED INFORMATION

Name (Last, First):

Job Title:

Library or Institution Name:

Library Address:

Library Phone:

Work Email Address:

Library Type:

The following will not be published:

Home Address:

Home Phone:

Cell Phone:

Home Email:

Emergency Contact Name:

Emergency Contact Phone:

PART II. OPTIONAL INFORMATION
This information will not be published in association with your name. It is collected for the purposes of evaluation and reporting.

_____ Male   _____ Female

Age:

Ethnicity:

Languages spoken other than English:

Certificates or degrees earned, and dates awarded (MLS 2005, BS 2009, etc.):

Photo and Video Release Form

Submit this form with the <u>complete application package</u> from your team

I hereby grant the Delaware Department of State ("Department of State") permission to use my likeness in a photograph or video in any and all of its publications, including its website, without payment or any other consideration. I understand and agree that these materials will become the property of the Department of State and will not be returned.

I hereby irrevocably authorize the Department of State to edit, alter, copy, exhibit, publish or distribute this photo or video for purposes of publicizing the Department of State's programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph. I hereby hold harmless and release and forever discharge the Department of State from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am 21 years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the content, meaning, and impact of this release.

SIGNATURE:

DATE:

Letter of Commitment: Governing Authority

Submit this form with the <u>complete application package</u>

The University of Delaware's Virden Retreat Center in Lewes will be the site for all three mandatory in-person sessions:

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Each Mentor will also be required to attend approximately 5 virtual sessions during the intersessions (April-May 2015 and July-September 2015).

Congratulations! An ILEAD USA DELAWARE applicant in your organization has taken the initiative to pursue involvement in this enriching program that will teach attendees how to use participatory technology tools to connect with user needs. In order to ensure a rich experience for the participants, it will be necessary for your organization to commit resources of time, equipment (such as PC and telephone), and bandwidth.

Please confirm the following for (*applicant name*): _____

_____ I/we confirm the applicant will have the support from this organization to spend time away from work, including travel to and from, during the three required in-person sessions.

_____ I/we confirm that the applicant will have the support from this organization to spend time attending the required virtual sessions that will take place approximately bi-weekly during the intersessions.

_____ I/we confirm that the applicant will have support from this organization to use this organization's bandwidth and equipment (e.g., telephone, PC, scanner) to participate in this program.

_____ I/we confirm that the applicant will have time to work on the development of the project team's product.

_____ I/we confirm that the applicant's name and organization can appear in press releases, information, and publications about ILEAD USA DELAWARE.

Name of applicant's organization/governing authority: _____

Signature of representative of organization/governing authority: _____

Title of representative: _____   Date: _____

Printed name of representative: _____