BIALL Mentoring Scheme FAQ

What is the BIALL Mentoring Scheme?

The BIALL scheme is a member-to-member mentoring scheme. It is an opportunity for more experienced members of the profession (the mentor) to support less experienced members (the mentee) who wish to achieve a desired outcome.

Who can take part in the BIALL Mentoring Scheme?

The scheme is open to all BIALL members over the age of 18.

Mentors should have a minimum of five years' experience in the LIS field.

What can mentoring help with?

Mentors can offer guidance and insight on work-based issues, tasks or career development. Mentees will be asked to outline a specific area, issue or goal that they wish to work on. Examples could include:

- Taking on new roles or responsibilities at work
- A project in an area of work the mentee is inexperienced with
- Developing the right skills to further career aspirations

What is expected of a mentor and a mentee?

Mentoring is a two-way relationship.

The role of the mentor is to assist the mentee in achieving their goals by contributing insight, advice and information based on their own experience and expertise.

The mentee is expected to set the direction and goals of the relationship based on their development needs. Mentees should be clear about their reasons and intentions for seeking mentoring. The mentee is expected to be proactive in setting up meetings with the mentor and they should come to meetings prepared with specific questions, areas for discussion and requests for support.

Mentors and mentees are expected to commit to a minimum of six meetings.

How does the BIALL Mentoring Scheme work?

Mentors and mentees will be asked to complete a registration form.

The Mentoring Scheme Coordinator will review the registration forms and match mentees with suitable mentors based on the needs of the mentee and the skills and experience of the mentor.

Once matched, the mentor and mentee will be asked to complete a Mentoring Agreement form to outline the areas or issues they intend to work on, agree meeting frequency and agree an intended end date to the mentoring relationship. It will be up to the mentor and mentee to schedule regular meetings.

How often do mentors and mentees meet?

It is up to the mentor and mentee to agree on the frequency of meetings. A suggested rule of thumb is that meetings take place at a minimum of once every four weeks, although this will depend on the needs and availability of both the mentor and mentee.

Where do the meetings take place?

It is up to the mentor and mentee to agree how they want to conduct the meetings, whether they are face-to-face, online, or by telephone.

How long does the mentoring relationship last?

It is expected that the mentoring relationship will last 3-6 months, depending on the frequency of meetings. At the outset, mentors and mentees are asked to agree an expected end date.

What happens if I want to end the mentoring relationship early?

The relationship may be ended at any time by either the mentor or mentee without giving a reason.

Is the BIALL Mentoring Scheme confidential?

The content of mentoring meetings and any documentation or notes on the mentoring partnership held by the mentor or mentee must be treated as strictly confidential.

The information collected from the registration forms and Mentoring Agreement form will be held by the Mentoring Scheme Coordinator on behalf of the Professional Development Committee. The information will only be used for the purposes of matching mentors and mentees and monitoring the scheme.

What happens if something goes wrong?

Your first point of contact is the Mentoring Scheme Coordinator, who is a member of the BIALL Professional Development Committee. If necessary, the Mentoring Scheme Coordinator will involve the Mentor Scheme Sponsor who is a senior member of BIALL.

Where can I find out more about the BIALL Mentoring Scheme?

For general enquiries, email the Mentoring Scheme Coordinator, Alice Tyson at alice.tyson@sas.ac.uk