Tips for Mentees

Mentees are folks who are new to the profession, grade level, or school system who need support for a successful transition.

Mentors are coaches who encourage, teach, guide, support, and assist the mentees in moving from where they are now to where they want to be.

- Prioritize.
- Think "Students First".
- Don't be afraid to ask for help.
- Ask your mentor for ideas and solutions.
- Establish procedures.
- Establish "expectations" and reinforce them.
- Put major changes on the back burner – later in the year or next year.
- Expect to work long days (and some nights).
- Don't throw things away...yet.
- Make the Public Library connection.
- Make friends with the secretary and the custodian.
- Ask about your budget.
- Become familiar with your collection.
- Learn student names.
- Learn faculty names.
- Get out and about the building.
- Be visible.
- Keep everyone informed about the library – try monthly reports, newsletters, webpage, faculty meeting announcements.
- Keep your principal informed.
- Meet with your Media Advisory Committee.
- Recruit classes into the Media Center.
- Attend planning meetings.
- Make the Media Center inviting.
- Keep the doors open.
- Listen.
- Have a sense of humor.
- Enjoy yourself.
- "Be Switzerland" – remain neutral.
- Be adaptable and flexible.
- Try not to say "No"…if you have to, say it in a nice way.
- Be proactive…initiate collaborative planning.
- Remember…everyone loves to eat. Feed volunteers, co-workers.
- Contact the PTA.
- Welcome volunteers.
- Find out if a Book Fair or an author visit has been scheduled.
- Make lesson plans "student-centered".
- Call Library Media Services for assistance.
- Become familiar with your LMS Handbook.