



The LIBRARY ASSOCIATION of IRELAND

Cumann Leabharlann na hÉireann

Representing
librarians and libraries
in Ireland

Library Ireland Week 2018

Library Job Shadowing Initiative

APPLICATION FORM

Library Job Shadowing Initiative

Library Ireland Week (LIW) has become a platform for enabling library staff to engage in work related exchange programmes that have been very successful to date. This year, LIW is facilitating a variation on the exchange programmes with the *Library Job Shadowing Initiative*. This initiative will allow staff from a variety of different libraries to spend a day in another library setting, gaining insight and understanding into how their colleagues deliver services to their users on a day-to-day basis.

How it Works: This Initiative offers library staff the opportunity to gain insight into the work of colleagues in other library organisations, in similar or completely different areas to where they currently work. Library staff interested in participating in this Initiative fill out the Application Form and submit to their Line Manager and the LIW Taskforce LALibraryIrelandWeek@gmail.com. Library Line Managers must sign off on the request for leave to participate in the Initiative before arrangements are made for shadowing and travel. The Line Manager at the host institution must also sign off on the arrangements.

Library Students: This Initiative is also open to current Library Students and recent graduates who would like to gain insights into different roles and opportunities in the library world. Students should complete the Application Form and email LALibraryIrelandWeek@gmail.com

Library managers at the host library will ensure that the staff involved experience an array of interesting / beneficial tasks for the Shadowing Day. At the end of the process, participants are invited to write a short report on their experiences. All library grades are invited to apply to this Initiative.

Application Form: Library Ireland Week Library Job Shadowing Initiative

Please fill out the details below to share with your Line Manager for consideration for participation in this Initiative

NAME: _____

LIBRARY AFFILIATION: _____

EMAIL: _____

CONTACT PHONE NO.: _____

LINE MANAGER: _____

ROLE/PERSON YOU WOULD LIKE TO SHADOW FOR THE DAY?:

**** Current Library Students can approach a library/librarian about participating in this Initiative, contact marieoneill@dbis.ie with any queries.**

Guidelines:

- Check with your employer/line manager to see if you can be facilitated to participate in the exchange scheme and how the scheme operates in your organisation.
- Have a look at the various library services in your area, and consider where you might like to spend a day.
- To note, it is best to organise the exchange locally in order to keep costs to a minimum. Make sure to check with your employer to see if you can claim for travel costs and lunch.
- Contact libraries you are interested in visiting to see who can facilitate an exchange with you.
- With regard to the timing of the exchange, the visits don't have to take place during Library Ireland Week as the dates may not suit depending on what's happening that week in your own library.
- The length of your visit depends very much on you and the staff in the library you are visiting. For example, it may run from 10.30 until 3.30, or it can start and finish at a time suits everybody involved.
- Check with your employer and with the library you are due to visit with regard to insurance cover, compliance with Health & Safety, etc.
- Read a sample report on one staff member's experience of a previous experience on this initiative: <http://www.libfocus.com/2016/02/library-ireland-week-staff-exchange.html>

Thanks for taking the time to engage on this Initiative!

LALibraryIrelandWeek@gmail.com

