

CONZUL Professional Development Visits

CONZUL Professional Development Visits (CONZUL PDV) is a programme of short-term visits between New Zealand University libraries which provides the opportunity for individual professional development and learning. CONZUL PDV is not an exchange programme, rather a partnership between the participant, their employing organisation, and the hosting organisation.

Visits may be from one to two weeks.

Participating libraries are:

- Auckland University of Technology Library
- Lincoln University Library
- Massey University Library
- University of Auckland Library
- University of Canterbury Library
- University of Otago Library
- University of Waikato Library
- Victoria University of Wellington Library

Objectives of CONZUL PDV

- To provide participants with the opportunity to observe and learn different ways of doing things
- To share best practice
- To provide professional and career development for individuals - refreshment, time out. CONZUL PDV is not for provision of training.
- To foster collegiality amongst NZ University Libraries
- To demonstrate a proactive approach to professional development within our organisations

Reasons to participate

- To identify different ways of managing a problem/issue.
- To benefit from others' experience in an area of interest.
- To re-energise and keep up-to-date with thinking and developments in a particular area.

It is expected that participants in this programme will focus on a specific task or area of interest during the visit, for example,

- observing a library's operation
- shadowing a colleague
- working on a project
- investigating new developments

Who is eligible?

The programme is open to all library staff, although individual organisations may wish to apply restrictions on eligibility from time to time.

Staff submitting applications for participation in this programme must have the approval of their University Librarian.

Conditions of the programme

- Participation is by a process of application, initially to the applicant's manager.
- It is expected that libraries will share the role of hosting participants.
- Participants continue to be paid by their employing organisation.
- Additional financial support, e.g. travel, accommodation, is the responsibility of the participant's employing organisation.
- Participants are expected to adhere to the working conditions of their hosting library, e.g. late nights, shift work. The employing library undertakes to support the individual's participation by ensuring appropriate backup systems are in place while the participant is absent, so that they do not return to an excessive backlog of work.

Applications and Learning Contract

Applicants complete a written application and seek the approval of their University Librarian. The University Librarian, or delegate, will negotiate with the proposed hosting library.

Criteria for approval:

- Ability to share learning
- Openness to learning
- Need for refreshment & learning
- Undertaking a project which contributes to the library's strategic direction

The learning contract is an integral part of the visit. Once an applicant is approved, a learning contract is drafted between the applicant and their manager. This, and a copy of the application form is forwarded to the host library. The learning contract is then negotiated between both libraries. It is important that this contract is revisited as part of the debriefing process, to evaluate the extent to which the purpose of the visit has been fulfilled.

Report and evaluation

All participants are expected to provide a written report on the effectiveness of the visit in achieving its purpose. Copies of this report must be sent to the Project Manager University Libraries, the employing library and the host library. It may also be appropriate for the participant to give a verbal report-back to other library staff. It is also recommended that the participant verbally debrief with their own manager on return to their library.

Obligations and responsibilities

Participant:

- Ensures they have a clear understanding of the purpose and expectations of the visit
- Accepts conditions of work in host library
- Discusses any issues/problems with the mentor as they occur

Supervisor (Library sending):

- Discusses expectations with staff member
- Agrees on format of report and feedback
- Provides opportunity for verbal debrief
- Ensures there are appropriate backup systems in place when participant is absent

Host Library:

- Assigns a mentor who:
 - acts as a coach
 - ensures that necessary supervision is given
 - ensures that the process has structure and is meaningful
 - provides a support role
- Provides a workspace and access to a PC, and other necessary equipment
- Organises a debriefing session at end of visit

Monitoring and review

Each visit is evaluated after the event, by the participant, their manager, and the mentor. The learning contract is revisited by all three parties to evaluate the effectiveness of the visit in achieving its purpose.

Outline of process

- 1) Application is sent to the University Librarian by applicant
- 2) University Librarian considers the application and accepts or declines.
- 3) If accepted the application is discussed with the applicant and an appropriate host library is identified. University Librarian, or delegate, negotiates with the appropriate hosting University Librarian.
- 4) Host considers the proposal and accepts or declines.
- 5) If accepted, the host and participant's library discuss logistics; learning contract agreed ; timeline decided; structure of visit established
- 6) Mentor liaises with applicant to advise starting details - hours of work etc.
- 7) VISIT
- 8) At the end of visit, debrief with host library and with own library on return
- 9) Participant sends written report to Project Manager University Libraries within 4 weeks. (Address: NZVCC Office, PO Box 11915, Wellington.)