

The goal of the micro-residencies program is the exchange of ideas amongst library staff across different institutions in order to learn and be inspired from each other, furthering AAAL's vision to *achieve innovation and excellence in Alberta academic libraries*.

This program allows AAAL library staff to spend a day at another AAAL library, shadowing the work of one or many staff at the host location. Hands-on experience and collaborative work between the participants and hosts is highly encouraged.

Ideas for possible experiences include:

- Tour of the host library
- Tour of the host campus
- 1 on 1 meetings with people in specific positions
- Observing specific workflows (ex. acquisitions, cataloguing, interlibrary loans, e-resource management, institutional repository)
- Observing specific services (ex. circulation desk, reference services, information literacy instruction)
- Participation in team meetings
- Co-presenting to, or co-leading a discussion with relevant host institution employees
- Co-instruction, or co-facilitation of workshops
- Collaboratively working on a project
- Participating in outreach activities

Expectations

Pre-Residency

- Selecting the date (or range of possible dates) and times for the experience (minimum 8 hours, including an appropriate amount of times for breaks)
- Creating a collaborative experience for participants, including identifying the activities and staff member(s) to facilitate
- Communicating with participants regarding any relevant accommodations needed during the residency (ex. dietary requirements, particular needs for scheduling of breaks,...).
 - Ensure you communicate:
 - Schedule for the day, including start and end times
 - Location information, particularly where to report when you arrive for the day
 - Parking or transit information
 - Lunch information
 - Any additional requirements that may apply (ex. paperwork or registrations)
 - Clarification on dress code or expectations (ex. casual, business casual, business,...)

During the Micro-Residency

- Actively engage with participants

- Ensure participants are following the day's itinerary and have enough information to find each activity (i.e. room numbers, staff names, etc.)

After the Micro-Residency

- Complete post-residency questionnaire sent by AAAL
- Stay tuned for your invitation to present at the Fall AAAL meeting, and respond with your availability/unavailability as appropriate.

Sample Itinerary (Technician)

Time	Host Staff	Activity
9:00 - 9:30 am	Caitlin	Welcome! Tour of the Library, introduction to Library staff
9:30 - 10:00 am	Beth	Meeting with Library Systems and Acquisitions Specialist, discuss recent changes to library systems
10:00 - 11:00 am	Caitlin	Shadow desk shift
11:00 am - 12:00 pm	Julia	Meeting with Circulation Technician, discuss acquisitions and interlibrary loan processes
12:00 - 1:00 pm	<i>n/a</i>	Lunch
1:00 - 2:00 pm	All	Attend team meeting
2:00 - 3:30 pm	Elin	Collaborative work time: processing donations and discards
3:30 - 4:30 pm	Caitlin	Shadow makerspace shift
4:30 - 5:00 pm	Caitlin	Debrief! Answer questions, discuss the micro-residency experience

Sample Itinerary (Librarian)

Time	Host Staff	Activity
9:00 - 9:30 am	Caitlin	Welcome! Tour of the Library, introduction to Library staff
9:30 - 10:00 am	Morgan	Meeting with Library Manager, discuss high level trends in college librarianship
10:00 - 11:00 am	Julia	Shadow desk shift
11:00 am -	Caitlin	Collaborative work time: evaluating the laptop loaning

12:00 pm		program (including analyzing circulation statistics and staff feedback) and generating recommendations for the following academic year
12:00 - 1:00 pm	<i>n/a</i>	Lunch
1:00 - 2:00 pm	All	Attend team meeting
2:00 - 3:30 pm	Michele	Shadow information literacy instruction
3:30 - 4:30 pm	Caitlin	Shadow makerspace shift
4:30 - 5:00 pm	Caitlin	Debrief! Answer questions, discuss the micro-residency experience