



Document 1 – LIANZA Associateship Criteria (Note Application Form is attached as Document 2)

## CRITERIA FOR THE AWARD OF AN ASSOCIATESHIP OF LIANZA

### Definition

An Associate of LIANZA is a personal member of the Association who has demonstrated the knowledge, skills, judgement, attitude and commitment of a professional librarian and or information manager.

### Requirements

A personal member of the Association who wishes to be considered for an Associateship may apply, providing the following initial requirements are met.

- (a) The applicant holds a recognised New Zealand library qualification or a recognised qualification from an overseas library school or archival institute.
- (b) The applicant has completed a least five years of satisfactory service since obtaining the qualification, of which at least three years have been spent in a New Zealand organisation.
- (c) The applicant has been a member of the Association for at least five years. If the applicant has been employed overseas during this period, membership of an overseas Association will be recognised.

### Criteria

The following criteria will be used by the **Credentials Committee** in assessing the applicant's suitability for the award of an Associateship:

- (a) Practical knowledge and skills in providing library/information services:
  - (i) Competence and achievement in some particular aspect(s) of library and information services (such as circulation services, book selection, collection development, cataloguing, reference and information services, response to community/user needs, specific services, e.g. Bi/multicultural, young persons, outreach, special needs, archives, records management, research, user surveys, etc.).
  - (ii) A well-demonstrated understanding of the information needs of clients, and the delivery of services to meet those needs.
- (b) Management and planning responsibilities: Some of the categories below may not be applicable to the applicant. This will depend upon the applicant's work circumstances
  - (i) Staff management
  - (ii) Financial management
  - (iii) Resource management
  - (iv) Implementing and managing of appropriate and/or innovative library and information services
  - (v) Initiating or contributing to projects or changes/improvements in existing services
  - (vi) Marketing services
  - (vii) Evaluating and implementing appropriate technologies
  - (viii) Planning own work and that of others, setting priorities and aligning with organisational goals and objectives

(c) Professional development and professional contribution:

- (i) Self-development of professional perspectives and objectives through professional reading, Internet discussion groups
- (ii) Continuing education through such activities as attendance at seminars and workshops
- (iii) An awareness of professional issues
- (iv) Knowledge of and/or participation in the work and activities of the Association, and other relevant organisations

### **The Application**

The applicant's suitability will be assessed by the Credentials Committee in terms of the above criteria, on the basis of the following:

- A confidential written application on the official form, including stating of qualifications, length of service, and professional association membership (The application should be accompanied by the required fee) **PLUS**
- A written personal record of around 500 to 1,000 words, describing the applicant's library/information service and giving evidence of the application of skills and competence required by a professional librarian. The applicants support group may supplement the application **PLUS**
- Written referees' reports from at least three persons nominated by the applicant, but not including current members of the Credentials Committee. The applicant is to request the referees to supply their reports directly to the LIANZA Office. Guidelines to assist referees are provided. The Committee may also approach people other than those named by the candidate for specialist expertise if it requires further information relevant to the candidate's application.

**Four copies** of evidence of written work (supporting information) produced by the applicant, in the form of books, articles, reports, annotated bibliographies, service guides, etc., should be sent with the application. This may include work produced jointly where the applicant can be shown to have played a significant role. A bibliography of the applicant's publications would be useful.

An interview by at least three members of the Credentials Committee, one of whom is the Chair. The interview will usually last from 1 to 1 1/2 hours. All applicants are offered the choice of whanau or other support at the interview. The applicant should advise the Chair at the time of application if whanau or support persons will be attending the interview. Support groups will have the opportunity to speak for up to 10 minutes.

At the beginning of the interview, the applicant should make a brief presentation (approximately 10 minutes) of work and accomplishments. If visual aids are to be used the applicant should advise the Chair of the Committee in advance to allow the provision of suitable viewing facilities.

The interview will be structured to give the applicant the opportunity to amplify on the written application, and also give the Credentials Committee members the chance to evaluate the applicant in terms of the criteria of the award.

The closing date for applications is **31 March**.

The closing date for receipt of confidential referee's reports is **14 April**.

The official application form is attached to this document as Document 2.

## LIANZA AWARD OF ASSOCIATESHIP – APPLICATION

### CONFIDENTIAL

Candidates should refer to Criteria for the Award of Associateship (Document 1) before completing this form.

A passport-sized photograph and the required fee of \$50.00 (incl. GST) are to be supplied with the application. The photograph may be used in *Library Life*.

**Note:** Closing date for applications is **31 March**.

FULL NAME

.....

ADDRESS

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Phone: ..... (W)..... (M)

Fax No: .....

Email.....

### MEMBERSHIP OF LIANZA:

Period .....

Positions Held (if any)

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### MEMBERSHIP OF OTHER RELEVANT ASSOCIATIONS

(a) Organisation/Period

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(a) Positions Held (if any)

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**NAMES AND ADDRESSES OF AT LEAST THREE REFEREES**

The applicant should contact the referees and request a confidential report following the Guidelines for Referees' be sent to the LIANZA Office by 14 April.

A..(name).....  
(address).....  
.....

B.(name).....  
(address).....  
.....

C..(name).....  
(address).....  
.....

Please attach **a written personal record of between 500 to 1000 words** describing your library/information service using the Criteria headings in the Criteria for the Award for Associateship as a prompt. Any statement from a support group should also be attached.

Please also attach any **examples of written work** where available (see the Criteria for the Award for Associateship)

I declare that the above is true and correct, and that I wish to apply for an Associateship under the terms of the award.

Signature ..... Date .....

Note: This application should be forwarded to:

Office Manager  
LIANZA  
PO Box 12 212  
WELLINGTON