



Guidelines for Referees of Applicants for the Award of Associateship of LIANZA

You have agreed to be a referee for an applicant for the Associateship of the Library and Information Association of New Zealand Aotearoa.

Please furnish the Credentials Committee of LIANZA with a confidential report evaluating the applicant's abilities against the criteria.

The criteria are as follows:

(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 services, 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 on 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 and 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 other, setting priorities and aligning with organisation 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 an/or participation in the work and activities of the Association, and other relevant organisations

Your report will be essential in assessing the applicant's suitability for the Associateship.

Please send 4 copies of your report to the LIANZA Office by **14 April**.

Thank you for your time and should you have any queries please do not hesitate to contact the LIANZA Office Manager, at the address noted below.

LIANZA
PO Box 12 212
WELLINGTON