

4.01 Professional Recognition Awards

Code of Practice

1.0 Purpose

The LIANZA Professional Awards were established in 1955, and were the forerunner of the current Professional Registration Scheme. In their current form these awards provide recognition to professionally registered LIANZA members who have contributed at a significant level to the work of the Association and the Library and Information Sector. In addition our professional awards recognise those individuals and organisations who have gone above and beyond in their roles.

2.0 Scope

This policy applies to all individuals involved in the operation and oversight of the LIANZA Professional Awards, and to all LIANZA members.

3.0 Definitions

LIANZA Library and Information Association of New Zealand Aotearoa

4.0 Related policies and procedures

- Complaints Policy and Procedure
- Appeals policy and procedure
- Professional Registration Policy

5.0 References

- LIANZA Code of Practice Part 3, 2012 update

6.0 Exceptions

In order to ensure transparent operation of the professional awards there are no exceptions to this policy.

7.0 Responsibilities

As the head of the Association, the President is ultimately accountable for the professional awards in their entirety.

The Executive Director is accountable for the administration of the professional awards, and for the operational sustainability.

The Credentials Committee is accountable for the operation of the awards – ensuring that they are administered in a transparent and efficient manner.

8.0 Policy

8.1 The professional awards have been developed under Rule 4 (i) to give titles of merit to recognise standing and achievement in the Library and Information professional community.

8.2: The Council will appoint a Credentials Committee, under Rule 27ii, to examine and report upon every application or nomination for the grant of LIANZA professional awards.

8.3 Deliberations of the Credentials Committee and all information received or held in connection with those deliberations, shall be deemed confidential.

8.4 LIANZA will not accept applications/nominations for individuals currently serving on the Credentials Committee.

8.5 If there are no nominees or applicants of sufficient calibre, then no award will be made

8.5.1 Where there is more than one nominee or applicant of sufficient calibre, multiples of any award may be made in one calendar year

8.6 An individual or group may receive more than one award in the same year, including multiples of one award, provided they are given for different accomplishments.

9.0 Procedure

9.1 Credentials Committee

9.1.1 The Credentials Committee will be made up of seven members, who must at minimum be Associates of five years standing.

9.1.1.2 LIANZA will endeavour to have at least two Fellows serving on the committee at any one time.

9.1.1.3 The committee can co-opt additional specialist expertise if required. This must be cleared with the LIANZA Executive Committee by the Committee chair before auctioning.

9.2 Members of the committee should be representative of the Library and Information sector, including individuals from various library types, and with as wide a geographical representation as possible.

9.3 Appointment will be for two years-membership will be reviewed by the Council annually and no member of the committee should serve more than five consecutive years.

9.3.1 Council will consider the need for continuity of membership on the Committee when reviewing membership and will seek advice from the Committee Chair.

9.3.2 LIANZA Council will appoint a chair of the Committee at their first meeting in each financial year

9.3.3 The Chair of the Committee must have previously served on Council

9.3.4 If the chair is unexpectedly incapacitated during the awards application and decision process, then the Committee may elect one of their members to stand as temporary chair. This change must be notified to and ratified by LIANZA Council.

9.4 To ensure applications include relevant information and appropriate detail, the application requirements will be reviewed by the Credentials Committee each year and the application forms and accompanying documents updated if necessary.

9.2 Professional Awards offered by LIANZA

The Association, under Rule 4 (iv) has instituted the following awards:

9.2.1 Associateship

The Associateship recognises professionally registered librarians who have demonstrated the knowledge, skills, judgement and attitude of a professional librarian or information manager AND demonstrated commitment to LIANZA in some capacity.

9.2.2 Fellowship

A Fellow is a personal member of the Association who has made a significant contribution to the advancement of librarianship and/or information management through a sustained record of achievements, or who has demonstrated outstanding qualities of leadership, teaching, or research.

9.2.3 LIANZA Letter of Recognition

The recipient of a Letter of Recognition is an individual or organisation who has rendered a focussed, significant and special service to the Association or who has demonstrated continuing service to the Association over a period of time.

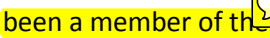
9.2.4 LIANZA Joint Letter of Recognition for Bicultural Development

The recipient of a Joint Letter of Recognition for Bicultural Development within New Zealand Aotearoa is an individual, group or organisation who has rendered a significant and special bicultural service to the library and information profession within New Zealand Aotearoa, or demonstrated commitment to biculturalism over a significant period of time to the profession.

9.2.5 LIANZA Award of Professional Excellence

The recipient of a LIANZA Award of Professional Excellence is an individual or organisation who/which has contributed in an outstanding manner to library and/or information services in a specific area of practice.

9.3 Eligibility and Criteria for Associateships

9.3.1 Applicants must be Professionally Registered and have been a member of the association for at least five years. 

9.3.1.1 Where a member has been living overseas during this period, membership of an overseas association/registration will be recognised.

9.3.2 Candidates must demonstrate practical knowledge and skills in providing library/information services

9.3.2.2 Competence and achievement in one or more areas 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, response to community/user needs,

specific services-bicultural, young persons, outreach, special needs, archives, records management, research, user services etc).

9.3.2.3 A well demonstrated understanding of the information needs of clients, and the delivery of services to meet those needs.

9.3.3 Candidates must show management and planning responsibilities in one or more of the following areas:

- Staff management
- Financial management
- Resource management
- Implementation of innovative library and information services
- Initiating or contributing to projects or changes/improvements in existing services
- Marketing services
- Evaluation and implementing appropriate technologies
- Workflow management

9.3.4 Candidates must be able to demonstrate continuing professional development and a professional contribution



9.3.4.1 Self-development of professional perspectives and objectives through professional reading, internet discussion groups etc.

9.3.4.2 Continuing education through such activities as attendance at seminars, workshops, conferences

9.3.4.3 An awareness of professional issues

9.3.4.4 Knowledge of and/or participation in the work and activities of LIANZA or other relevant organisations

9.4 Eligibility and Criteria for Fellowships


9.4.1 The nominee must have been a member of the Association for  the whole of the period of  qualifying service

9.4.1.1 If the applicant has been employed overseas during this period, membership of an overseas Association will be recognised

9.4.2 The nominee must have held for at least ten years, and competently discharged, the duties of a library or information management position involving possession of knowledge and judgement required for the highest levels of professional librarianship.

9.4.3 The following criteria will be used by the Credentials Committee to assess the nominees suitability for the award of a Fellowship

- Specific achievements in developing and providing library and/or information management services

- Outstanding and sustained leadership, management or teaching ability
- Major research into librarianship and/or information management services; or research which advances understanding of librarianship and library or information practices
- LIANZA involvement such as serving on a regional committee or national working group and contributions including conference papers, publications, presentations and bibliographies. 

9.5 Eligibility and Criteria for the LIANZA Award of Professional Excellence

9.5.1 Applicants must have been a member of the Association for at least two years. There is no professional registration requirement.

9.5.2 To be eligible for this award, individuals must have:

- Displayed outstanding leadership in a specific area of library and information practice and/or
- Developed and implemented an innovative approach or solved a significant problem in a specific area of library and information practice and/or
- Raised the profile of Library and Information Services within New Zealand

9.5.3 The Credentials Committee will use the following criteria to assess a nominees or applicants suitability for an Award of Professional Excellence:

- Demonstrated impact and reach of the work beyond the applicant's/nominees own library
- Demonstrated significant improvement in service delivery to the clients of the library or information services as a result of the applicants/nominees innovation
- Demonstrated successful implementation of services that break new ground or add significant value to existing services

9.6 Eligibility Criteria for Letter of Recognition

9.6.1 Any individual, group or organisation who has rendered a significant and special service to the library and information profession within New Zealand Aotearoa or demonstrated commitment to the profession over a period of time to the profession, is eligible for the Letter of Recognition.

9.6.2 For eligibility of the bicultural award, this service must be in the area of biculturalism

9.6.3 There is no membership, or other requirement for the Letter of Recognition.

9.7 Eligibility for Honorary Life Memberships

9.7.1 Any person who has given distinguished service in furthering the objectives of LIANZA may be nominated as an Honorary Life member

9.8 Applications and Nominations for Fellowships, Awards of Professional Excellence, Letters of Recognition and Honorary Life Memberships

9.8.1 Nominations for Fellowships, Awards of Professional Excellence, Letters of Recognition, Letters of Joint Recognition and Honorary Life Memberships will be accepted every year.

9.8.2 Award of Professional Excellence

- Individuals can apply for the Award of Professional Excellence OR individuals can be nominated by someone else
- If an individual applies they must supply the name and contact details for three referees and request these referees send a confidential report to LIANZA Office
- When nominating an individual the nominators must supply the name and contact details for three referees and request these referees send a confidential report to LIANZA Office


9.8.3 Fellowships, Letters of Recognition, Joint Letters of Recognition for Bicultural Development and Honorary Life Memberships

- Nominations ONLY are accepted for Fellowships, Honorary Life Memberships, Letters of Recognition and Joint Letters of Recognition for Bicultural Development.

9.8.4 Fellowships

- Nominations for Fellowships must be made by two LIANZA fellows or associates
- Each nominator must include their statement in support and also supply testimonials from at least two members of the library and information profession

9.8.5 Letter of Recognition

- Nominations for Letter of Recognition must be made by two LIANZA members
- Each nominator for Letters of Recognition must also supply their statement in support 

9.8.6 Joint Letters of Recognition for Bicultural Development

- Nominations for Joint Letters of Recognition must be made by one LIANZA member and one Te Rōpu Whakahau member
- Nominators must supply their own statements in support and additional supporting evidence of the nominee's achievements

9.8.7 Honorary Life Memberships

- Nominations for Honorary Life Memberships are accepted at any time and can be emailed to LIANZA Office.

9.9 Applications for Associateships

9.9.1 Associateships will be open for applications every year.

9.9.1.1 Applications must be accompanied by statements in support from at least three persons

9.9.2 In addition, applications for associateships must also include:

- A written person record of (500 to 1000 words) describing the applicants library/information service and giving evidence of the application of skills and competence required by a professional librarian
- Professional history or CV including major achievements and qualifications and membership of professional associations.
- Evidence and summary of written work produced by the applicant, in the form of books, articles, reports, annotated bibliographies, service guides etc. This work can be produced in conjunction with other if the applicant can demonstrate they made a significant contribution. A bibliography of any publications would be useful
- An organisational chart to demonstrate where the applicant sits within their organisation
- An indication of whether the applicant will be bringing whanau or support persons to the interview

9.10 Associate Interviews

9.10.1 Interviews will be required of associateship applicants

9.10.2 Interviews will be conducted using video meeting technology and will usually last from 1 to 1.5 hours

9.10.3 The Chair of the Credentials Committee will lead the interview panel, which must include at least two other members of the committee

9.10.4 If a member of the panel is unexpectedly incapacitated the interview should proceed. The panel may co-opt either another member of the Credentials Committee or a past member to assist.

9.10.5 The applicant will be required to make a brief presentation of no more than 10 minutes at the beginning of the interview

9.10.6 The presentation may include PowerPoint or use other presentation software as relevant.

- Examples of good presentation topics include a particular project or accomplishment, an aspect of librarianship that is of particular interest, a hot topic being discussed by the profession or a vision for the profession

9.10.7 The applicant has the opportunity to include whanau or support persons-this must be advised at the time of application

- Whanau or support persons will have the opportunity to speak for a total of up to ten minutes.

9.11 Application Process for all Awards

9.11.1 A call for applications will be made using LIANZA communication channels

9.11.2 Applications and/or nominations must be emailed to the LIANZA Office, who will forward all applications and/or nominations to the Chair of the Credentials Committee

9.11.3 All applications will be kept confidential to the Credentials Committee

9.12 Committee Decision Making and Notifications of Applicants

9.12.1 The Chair must convene a meeting of the full Credentials Committee to consider the applicants for all professional awards.

9.12.2 The LIANZA president will be invited to attend this meeting

9.12.3 Any additional information/specialist advice must be sought by the Chair and circulated to committee members at least one week before this meeting

9.12.4 All applicants and nominees will be notified of the decisions of the Credentials Committee in writing and this may occur electronically

9.12.5 Where nominations were made confidentially (eg Fellowships) then only successful nominees will be notified of the decision in writing

9.12.6 All written notifications will be signed by the LIANZA President

9.12.7 Where an applicant is unsuccessful, the Chair may include a brief statement to include in the letter from the LIANZA President advising why the candidate was unsuccessful and advising of additional experience the candidate could gain.

9.12.8 The employer of each successful candidate will also be notified with a brief summary of their success, and explanation of the award

9.13 Reporting to LIANZA Council

9.13.1 The Committee will submit an annual report to LIANZA Council at the end of each award process

9.13.2 The report will include total number of applications/nominations with the names of approved applicants/nominees only

9.13.3 This report will also include any recommendations the Committee have regarding future awards


9.13.4 Council will ratify the report from the Credentials Committee at their next meeting or in time for awards to be presented to successful recipients at the conference

9.13.5 Citations (maximum 200 words) and photographs of each successful applicant/nominee will also be provided in the report

9.13.6 No communication of the results of the awards will occur until LIANZA Council has minuted the report from the Credentials Committee

9.14 Recognition of Awards

9.14.1 Successful award recipients will be announced on LIANZA communication channels as soon as possible after notifications are sent out.

9.14.2 All award recipients will be issued a certificate and be given the option to have their award presented at LIANZA Conference or at a regional event. 

9.14.3 All awards made since the previous conference will be acknowledged at the LIANZA Conference

9.15 Post Nominals

9.15.1 Any member who has been awarded an Associateship may use the letters ALIANZA after their name

9.15.2 Any member who has been awarded a Fellowship may use the letters FLIANZA after their name

9.15.3 No member may use a post-nominal until their award has been confirmed by an official written notification

9.15.4 Members must maintain membership of LIANZA or an equivalent overseas body to use the post-nominal, unless retired.

9.16 Register of Award Recipients

9.16.1 LIANZA will maintain a register of all those who have been the recipient of Professional Awards

- The register will be maintained by the LIANZA office
- The register will be published in the LIANZA website categorised by Award
- The register will be amended as new Fellowships and Associateships are awarded
- The register will be updated if the registration of an Associate or Fellow is cancelled

9.17 Cancellations of Awards

9.17.1 Registration of an Associate or Fellow shall be cancelled if the recipient is a public defaulter, or is convicted of any crime punishable by imprisonment for a term of two years or more, or is a convicted of a corrupt practice

9.17.2 If the council receives trustworthy evidence of misconduct by an Associate or Fellow, which in the opinion of Council renders the Associate or Fellow unsuitable to hold the award, then the following steps should be taken:

- Council write to the Associate or Fellow by confidential letter, articulating their concerns, and asking the Associate or Fellow to show cause why the registration should not be cancelled.
- Any response would be discussed and voted upon at the Council meeting
- Council are able to seek additional information if required, however, can only do so with the knowledge of the Associate or Fellow in question
- If no reply is received or the explanation is deemed unsatisfactory then Council may cancel the registration and notify the holder
- Any concerns about a cancelled registration can be addressed through the LIANZA Appeals Process
- Cancellation of registration for causes other than death shall not be a permanent barrier to reissuing a title where Council the circumstances justify it.

9.18 Professional Awards Timetable

9.18.1 Each year applications for all professional awards will be opened in March and will close on 30 April

9.18.2 Interviews for associateships will occur in June or July, as convenient for the Credentials Committee

9.18.3 The Credentials Committee may request additional information from the applicant and/or referees by June of the application year

9.18.4 In a conference year final deliberations of the Credentials Committee and ratification by LIANZA Council will be completed in time for professional awards to be presented to successful recipients at an awards ceremony at the conference

9.18.5 All applicants will be notified of the decision in writing

9.18.6 All successful nominees will be notified of the decision in writing

9.18.7 All professional awards will be announced on LIANZA communication channels as soon as possible after notifications are sent out

9.18.8 All award recipients will be issued a certificate and be given the option to have their award presented at the next LIANZA conference or at a regional event

10.0 Review

This policy will be reviewed two yearly

11.0 Attachments

No attachments



*Library and Information Association
of New Zealand Aotearoa
Te Rau Herenga O Aotearoa*