



LIBRARY & INFORMATION ASSOCIATION OF NEW ZEALAND AOTEAROA

TE RAU HERENGA O AOTEAROA

Proposed Professional Registration Scheme for the New Zealand Library and Information Profession

Prepared by

LIANZA Taskforce on Professional Registration

August 2006

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Part 1: Introduction

1 Purpose of this paper

This paper outlines the proposed professional registration scheme for New Zealand library and information professionals. Members of the Library & Information Association of New Zealand Aotearoa: Te Rau Herenga o Aotearoa (LIANZA) will vote on the proposed scheme at the annual general meeting on 10 October 2006. The scheme will set up the Library and Information Profession Registration Board.

See the companion paper 'Proposed professional registration scheme for the New Zealand library and information profession: Transition arrangements' (LIANZA Taskforce on Professional Registration). It contains information about transition arrangements for current library and information professionals who wish to apply for professional registration.

See Appendix A for a list of members of the LIANZA Taskforce on Professional Registration.

2 Structure of this paper

2.1 Part 1: Introduction

In part 1 you will find information about:

- the purpose and structure of this paper
- the proposed registration scheme, in summary
- the setting for the registration scheme
- the specialised knowledge and skills required by librarians and information professionals.

2.2 Part 2: The proposed registration scheme

Part 2 gives the details of the proposed registration scheme including the appeals procedure.

2.3 Appendices

The appendices contain information about the LIANZA taskforce on professional registration, and the assessment criteria (Appendix B) and forms that will be used under the proposed registration scheme (Appendices C to F). Appendix G gives classifications for library roles.

3 Summary of the proposed registration scheme

The proposed professional registration scheme will establish the Library and Information Profession Registration Board (the registration board). The Library and Information Profession Registration Board will be an independent body governed by LIANZA rules, and will have eight members appointed by the LIANZA Council.

The registration board will manage the proposed registration scheme that will officially recognise library and information professionals who:

- have studied the body of library professional knowledge to graduate level¹
- can show that they understand and can apply that body of knowledge, and professional ethics, to a satisfactory standard
- adhere to the profession's code of professional conduct

¹ Graduate a 3-year undergraduate degree in library and information management studies or a 3-year undergraduate degree plus a postgraduate qualification in library and information management studies (or the equivalent).

- continue to update their professional knowledge throughout their careers.

The proposed registration scheme provides:

- a goal for the ongoing professional development of individual practitioners
- a framework for employers to coach and develop their professional staff
- an assurance for future employers, both in New Zealand and overseas, that a registered member meets professional standards of competency in the body of knowledge and ethics required for professional library and information work
- international benchmarking and recognition of professional library qualifications for New Zealanders wishing to work overseas.

3.1.1 Note

Professional registration focuses on professional and technical competencies. Registration does not assess generic or personal skills, such as customer service or teamwork.

4 Setting the scene for the registration scheme

4.1 Defining library and information services in New Zealand

Nearly 500 institutions in New Zealand deliver library and information services to their varied user communities. These varied communities have social, cultural, education, and commercial needs for accessing information, ideas, and works of the imagination. Collectively New Zealand library and information services represent a trusted and credible national knowledge asset that:

- inspires independent lifelong learning and literacy
- fosters community identity and participation
- stimulates creativity and innovation for economic growth.

4.2 Influences on library and information services in New Zealand

4.2.1 Digital information

We live in a connected world where anyone can be a publisher. Our vocabulary is extending to include words that describe dynamic forms of digital information that complement traditional forms of information. The digital age has created opportunities by changing existing forms of information so that a wider audience can discover material previously rare and hard to find. The availability and volume of information is:

- influencing what users expect
- affecting traditional approaches to collecting, describing, sharing, and storing published knowledge.

Matauranga Maori

Māori have traditions of recording and preserving knowledge that continue to develop into the twenty-first century. The uniqueness of this knowledge only to New Zealand makes it an important part of our information environment and our national identity.

Treaty of Waitangi

The Treaty of Waitangi is fundamental to LIANZA, reflected in its mission statement and partnership arrangements with Te Ropu Whakahaui. In the NZ context understanding the relevance of the Treaty of Waitangi in the delivery of library & information services is a core requirement.

4.3 Defining the ‘body of knowledge’ for library and information professionals

4.3.1 Core information competencies

The core information competencies for library and information professionals in New Zealand are not generic skills or attributes. They are the particular knowledge base that:

- distinguishes our profession from others
- establishes what skills library and information professionals need for roles within institutions where sound professional knowledge and judgement are required.

4.3.1.1 Critical questions

The three questions listed below are critical to defining the core information competencies.

- What knowledge base do library and information professionals need to manage traditional and non-traditional forms of information?
- What qualifications and experience (informed by international standards of professional practice) do library and information professionals need for the new information environment?
- What is the cultural and social context for acknowledging the indigenous knowledge paradigms unique to Aotearoa, and the delivery of library and information services to Maori?

4.3.2 The body of knowledge

The core information competencies are contained in a body of knowledge (see page 7) for New Zealand library and information professionals. The body of knowledge has been adapted from international guidelines to include recognition of indigenous knowledge and paradigms specific to Aotearoa.

This body of knowledge takes account of the links between the information professions and relates library and information management to other professions such as archives, records, and knowledge management. The body of knowledge also relates to the curricula of New Zealand education providers that specialise in library and information management.

4.3.3 Registration

To qualify for registration, library and information professionals must:

- show theoretical understanding of the body of knowledge at graduate level
- practically apply the body of knowledge in a library or information management environment.

Registration recognises individuals who are committed to achieving and maintaining a professional standard of practice.

Registration is an international standard of quality assurance that will lead to reciprocal recognition in the global job market. Individuals will be able to use the letters RLIANZA (Registered member of the library and information profession) to market themselves to prospective employers. LIANZA will market the benefits to New Zealand employers of recruiting registered library and information professionals.

5 Specialised knowledge and skills

The library and information profession in New Zealand serves the information needs of a society that is democratic, literate, and technologically competent. That society is culturally diverse and has a strong sense of its indigenous culture and history consistent with the Treaty of Waitangi.

A key focus of the profession is to bring people together with the information they need in all aspects of their lives. The profession provides access to lifelong learning, personal fulfillment, improved decision making, knowledge development, innovation, imagination, creativity, and cultural continuity. It contributes fully to New Zealand's goal of becoming a 'knowledge society'.

Professional librarians and information managers have the specialised knowledge and skills to design, plan, develop, manage, and evaluate the delivery of library and information services. Meeting clients' information needs may involve helping clients find information for themselves, or finding the information for them.

The next section describes the core elements that make up the body of knowledge of New Zealand library and information professionals.

5.1 Core elements of professional education: The body of knowledge

Professional education for librarians and information managers includes the following core elements:

- the information environment, information policy and ethics, and history of the field
 - generation, communication, and use of information
 - assessment of information needs and design of responsive services
 - the information transfer process
 - organisation, retrieval, preservation, and conservation of information
 - research, analysis, and interpretation of information
 - application of information and communication technologies to library and information products and services
 - information resource management and knowledge management
 - management of information agencies
 - quantitative and qualitative evaluation of outcomes of information and library use
 - awareness of indigenous knowledge paradigms, which in the New Zealand context refers to Maori.
- (Derived from 'Guidelines for Professional Library/Information Educational Programs—2000', approved by the Professional Board of the International Federation of Library Associations and Institutions (IFLA), December 2000.)

5.2 Personal qualities of the library and information professional

As well as studying the body of theoretical knowledge and applying it in the workplace, the library and information professional must demonstrate certain personal qualities to an appropriate level. These personal qualities will be assessed as part of the revalidation of professional registration.

The levels of progression will be based on the generic library role classifications used for the LIANZA remuneration survey (see Appendix G). For each library role, appropriate criteria will be established for assessing the required personal qualities.

The personal qualities are:

- leadership—motivating, and guiding people to the successful completion of a programme or project
- critical thinking—identifying and understanding problems and opportunities; being able to choose a course of action or develop appropriate solutions
- communication—ability to clearly convey information and ideas to different audiences
- understanding of law and ethics as they apply to library and information professionals
- awareness of social and cultural environments—sensitivity to the environments in which library and information professionals work
- understanding of how to apply the Treaty of Waitangi to professional practice
- understanding organisational settings in which library or information professionals work
- understanding client groups and their needs
- project management skills—understanding of and ability to apply project management theory
- commitment to lifelong learning.

5.3 Revalidation of professional registration

Applicants for revalidation of their professional registration will need to demonstrate their participation, attendance, or achievements in any of the following:

- continuing professional development
- on the job training or retraining
- promotion/professional recognition
- networking
- academic research or study
- a specific work programme, project or report
- mentoring
- secondment or job swapping
- involvement in a work and/or professional association committee
- scholarly publication
- list serve discussions
- conference papers

Registered members will keep a record of these activities in a journal and planner (see Appendix E) to be submitted every 3 years for assessment by the Library and Information Profession Registration Board.

Part 2: Proposed professional registration scheme

6 Library and Information Profession Registration Board

The proposed registration board will be called the Library and Information Profession Registration Board. The registration board will be an independent body, governed by the LIANZA rules. From time to time the registration board may recommend rule changes to the LIANZA Council.

6.1 How will the registration board be established?

The Library and Information Profession Registration Board will be established as an independent unit of LIANZA with its own financial reporting to the LIANZA Council and members.

6.2 What will the registration board be responsible for?

The registration board will be responsible for:

- recognising New Zealand qualifications in library and information management
- representing the profession on advisory boards of the providers of library and information management qualifications
- recognising overseas qualifications and ensuring international equivalency
- assessing all applications for professional registration
- maintaining the record of registered library and information professionals
- approving mentors
- advising on continuing professional development programmes for both initial professional training and registered member revalidation.

6.3 Membership of the registration board

The registration board will have a membership pool of eight members, although only four members will be needed for a quorum. The members of the registration board will be appointed by the LIANZA Council and will be association members² of 5 years or more, or other leaders in the profession.

Members of the registration board will normally hold office for a 3-year term. The LIANZA Council will be able to extend this term by a further 3 years.

Board membership will have capability in teaching, scholarship, knowledge of Mātauranga Māori and professional practice.

6.4 How often will the registration board meet?

The board will meet twice a year. Board meeting dates will be published on the LIANZA website.

6.5 How will applications be allocated to the registration board?

The administration office will independently allocate individual applications to individual board members.

The registration board will treat all applications confidentially. Board members will not assess an application if they personally know the applicant or if they have knowledge of the applicant's workplace that they feel will prevent an impartial assessment.

² Of LIANZA, SLANZA, NZLLA, or Te Rōpu Whakahaui.

6.6 How do library and information professionals register?

To be fully registered as a library and information professional, applicants must:

- hold the required qualifications
- complete initial professional training supervised by a mentor
- show they can apply the theory they have learned to the workplace
- be an individual member of an approved organisation
- apply to have their registration revalidated every 3 years.

The requirements for professional registration are set out below in more detail. Chart 1 shows the full registration and revalidation framework (see page 14).

6.6.1 Individual membership of a professional organisation

The candidate for professional registration will need to be an individual member of one of the following organisations:

- LIANZA
- School Library Association of New Zealand Aotearoa (SLANZA)
- Te Ropu Whakahau
- New Zealand Law Librarians' Association

The candidate does not need to have been a member of one of these organisations for any specified time before applying for professional registration.

6.6.2 Qualifications

Candidates for professional registration will need to hold an acceptable qualification in library and information management or library and information studies, at the level of a bachelor's degree.

We describe possible qualification routes below.

6.6.2.1 Route A: New Zealand qualifications approved by the registration board

The proposed approved New Zealand qualifications are:

- Bachelor of Applied Science with Information and Library Studies (ILS) major (The Open Polytechnic of New Zealand)
- Bachelor of Arts with ILS major or double major with ILS/Humanities or ILS/Communication (The Open Polytechnic of New Zealand)
- Master of Library and Information Studies (MLIS) (Victoria University of Wellington)
- Master of Information Management (MIM) (Victoria University of Wellington).

The registration board may also approve any other New Zealand graduate qualification in ILS or a similar discipline (information technology (IT), information studies (IS), archives, records management or Maori information management) that can be mapped against the body of knowledge. The registration board can approve combinations of qualifications that can be mapped against the body of knowledge.

6.6.2.2 Route B: Recognition of prior learning (RPL) or assessment of prior learning (APL)

The registration board may approve statements showing recognition of prior learning (RPL) or assessment of prior learning (APL). The assessment of prior learning must be:

- carried out by a New Zealand recognised tertiary providers for the profession
- mapped against the agreed body of knowledge.

6.6.2.3 Route C: Recognised overseas qualifications

Reciprocal agreements

The following organisations are working together to formally recognise each other's degree-level qualifications:

- LIANZA
- Chartered Institute of Library & Information Professionals in the United Kingdom (CILIP)
- Australian Library & Information Association (ALIA)
- American Library Association (ALA)
- Canadian Library Association (CLA)
- Library & Information Association of South Africa (LIASA).

LIANZA expects to sign the agreements in August 2007. Under the reciprocal agreements professional registration in one jurisdiction will be recognised in the other jurisdictions.

Applicants from jurisdictions with which LIANZA has a reciprocal agreement will need to complete the application form (see Appendix F) and submit a photocopy of their qualifications.

Other overseas qualifications

Library and information practitioners with other overseas qualifications at bachelor's degree level or above will need to send:

- a curriculum vitae
- evidence of current employment or practice in the library profession
- an international qualification evaluation from the New Zealand Qualifications Authority (NZQA)
- detailed information about the course content.

The registration board will have the power to grant provisional professional registration to candidates with overseas qualifications who have applied to NZQA, but not yet received an evaluation.

6.7 Initial professional training

All applicants for professional registration will need to complete a specified period of initial professional training under the supervision of an approved mentor.

Applicants must choose and gain agreement from an approved mentor (from a list of approved mentors to be posted on the LIANZA website). The mentor will support the applicant during the initial professional training.

The normal period of supervised initial professional training is 12 months. The registration board can shorten or extend this time in exceptional circumstances.

All applicants for professional registration must submit a professional training plan (see Appendix D) approved by the mentor within 2 months of starting the period of initial professional training.

The professional training plan sets out the proposed training and development activities, and professional experience that will help the applicant to meet the registration assessment criteria (see Appendix B).

6.8 Registering as an approved mentor

The registration board will invite all registered professionals with over 5 years professional experience to apply to register as approved mentors. Mentors will supervise applicants by giving them professional

guidance during the initial training period. LIANZA will provide a free training workshop and resources for mentors.

LIANZA will publish a list of approved mentors on its website.

7 Applying for professional registration

7.1 Applications to the registration board

Applicants for professional registration must apply to the registration board within 6 months of completing initial professional training. Applicants must apply using the registration application form (see Appendix C).

Applicants must:

- complete the application form
- include photocopies of all qualifications
- include a written personal record of 500–1000 words describing their professional training and library/information service (attaching any statement they may have from a support group or employer).

The board will request comment from mentors and assess all applications for registration using the criteria in Appendix B.

7.2 How will applicants be told about their results?

The registration board will tell all applicants in writing whether their application has met the criteria for professional registration. An applicant is registered on the date the board accepts the application has met the criteria.

7.3 Classes of registered professional membership

The proposed registration scheme has three classes of registered professional membership. The classes of membership are:

- registered member
- associate
- fellow.

7.3.1 Registered member

A **registered member** has met the academic and professional requirements of the governing body—the Library & Information Association of New Zealand Aotearoa—and has been registered by the Library and Information Profession Registration Board.

Registered members of the library and information profession in New Zealand will be able to:

- advertise and promote themselves as qualified, registered members of the profession
- use the letters RLIANZA (registered member of the New Zealand library and information profession)
- display their certificates of membership.

7.3.2 Associate

An **associate** of the Library & Information Association of New Zealand Aotearoa (ALIANZA) is a registered member who has completed at least 5 years professional practice, and demonstrated the knowledge, skills, judgement, attitude, and commitment of a library and information professional.

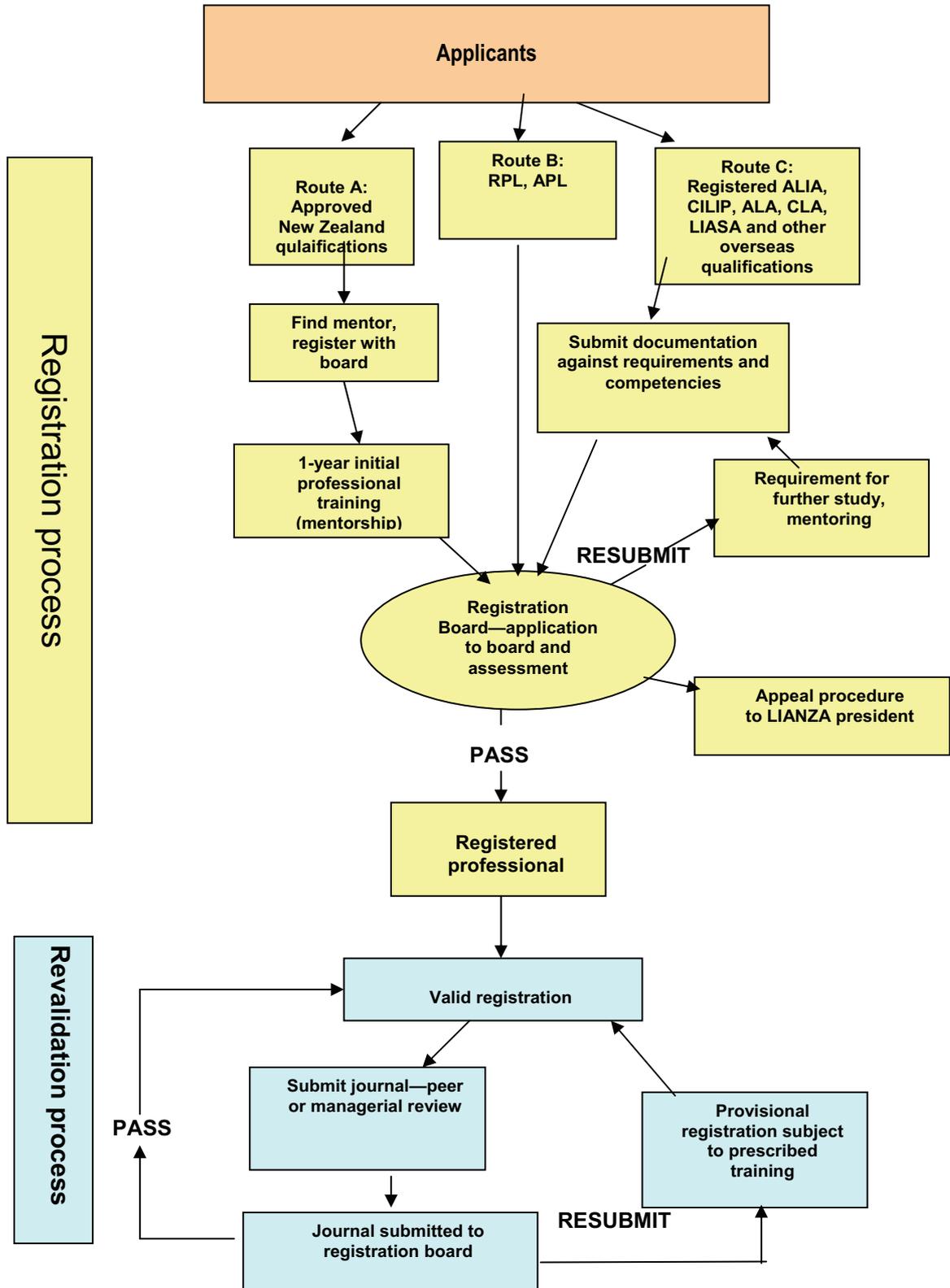
The associateship is the highest professional award a member of the profession can attain by application.

7.3.3 Fellow

The **fellowship** is an honorary award to a registered member by peer nomination and is the highest professional award within the New Zealand library and information profession. Fellows use the letters FLIANZA (Fellow of the Library & Information Association of New Zealand).

Both the LIANZA associateship and fellowship are awarded by the LIANZA Council on the recommendation of the Credentials Committee. This will continue to be the case after the Library and Information Profession Registration Board has been established.

Chart 1: Outline of the professional registration process



7.4 What happens if an application is unsuccessful?

The registration board may decide that an applicant does not meet the criteria for registration.

If the registration board is not satisfied that the applicant shows suitability for professional registration, it may ask for the application to be resubmitted at a later date. The applicant may be asked to do further training or to take part in a professional interview with two members of the registration board or their appointees.

In such cases the board will tell the applicant in writing about the additional requirements and the time limit within which they must resubmit their application or attend an interview. The applicant will be told the topics to be discussed at an interview.

7.5 How can an applicant appeal an unsuccessful application for registration?

The section below sets out the appeals procedure.

7.5.1 Appeals procedure

An applicant may appeal against a decision by the Library and Information Profession Registration Board not to accept their application for professional registration.

An applicant whose application is not accepted will be sent the following documents by recorded delivery:

- a letter telling the applicant about the decision and the date of the board meeting at which the decision was made
- copies of the written reports of board members setting out the reasons why the application was not accepted
- a copy of this appeals procedure.

An applicant who wishes to appeal against the board decision must do so within 6 weeks of the date of receipt of the recorded delivery letter. The appeal must be made in writing to the LIANZA president.

7.5.1.1 Grounds for appeal

The only grounds for appealing a board decision are that:

- all or part of the information used by the board was biased or incorrect due to no fault of the applicant and that the board did not know this at the time it made its decision
- the board failed to follow its own published procedures and that this significantly affected its decision.

7.5.1.2 Deciding whether a case for an appeal exists

The LIANZA president will decide whether a case exists for an appeal. Where no case exists the president will tell the applicant reason for the ruling. In such cases no further appeal is possible.

Where a case exists for an appeal, the LIANZA president will select a panel of three LIANZA fellows or associates, who are not members of the registration board, one of whom will act as Chair.

7.5.1.3 Preparing for the appeal hearing

The LIANZA president will set a date for the appeal hearing that is within 3 months of the date of receipt of the applicant's written appeal.

The LIANZA president will send the following documents to each member of the appeal panel:

- a copy of the applicant's submission on their professional development
- the papers sent to the applicant by the registration board

- any papers sent by the applicant to support their appeal.

7.5.1.4 Who will attend the appeal hearing?

The applicant will be invited to attend the appeal hearing and may bring a supporter. The chair or deputy chair of the registration board will represent the board and be prepared to speak about the board's processes.

7.5.1.5 What will the appeal panel consider?

Appeal panels will consider only the following:

- evidence from the applicant about the grounds for the appeal
- evidence about why the information and/or procedures were faulty.

The panel's sole concern will be to test the applicant's claim that the board used faulty information or biased statements, or failed in its own procedures.

7.5.1.6 Who may speak at an appeal hearing?

Panel members may question both the applicant and the board representative. The board representative should explain the reasons why the board did not comply with published procedures.

The applicant may ask their supporter to speak about the grounds for the appeal. However, the supporter may not help (or speak for) the applicant by answering professional questions put by the panel.

7.5.1.7 What results are possible from an appeal?

If the panel finds that there is not enough evidence to support the applicant's claim, the appeal must fail (the board may not be challenged on other grounds).

If the panel finds that the applicant has made the case, it will instruct the board to review the matter. The panel will give precise instructions to the board as to the evidence that must be considered. The Chair of the panel (with assistance from the LIANZA president) will detail the evidence accepted by the panel. The evidence and decision cannot be challenged by the board.

7.5.1.8 What happens after the appeal hearing?

The board will review the case at its first meeting after the appeal hearing. The board will give written details of its decision to the LIANZA president.

The LIANZA president will write to the applicant to tell them about the board's final decision.

All applicants are eligible to reapply for professional registration within a year of the date of the board's original decision.

8 What is the process for revalidating registration?

All registered library and information professionals who are practising must revalidate their registration.

Registered library and information professionals who are retired, not in employment, or working in a different profession can suspend registration and revalidate on their return to the profession.

Revalidation of professional registration will take place every 3 years. The first revalidations will be spread over 3 to 5 years to reduce the administrative load.

All registered members will be informed in writing by the registration board when their revalidation is due.

All registered members will keep a journal during the revalidation period (from registration date to notified revalidation date, or from notified revalidation date to notified revalidation date). Members will send the journal to the registration board **within 6 months** of the due notification date. See Appendix E

The journal must be reviewed and countersigned by either a peer (a registered member, fellow, or associate) or the applicant's employer.

If the registered member does not submit the journal to the registration board by the required date, the board has the power to suspend membership. No appeals procedure exists in this case.

The registration board may reject a submitted journal as insufficient and has the power to recommend a course of training and development so that the registered member can keep their registration.

9 Disciplinary regulations

A registered member will be guilty of professional misconduct if they have acted against the aims and interests of LIANZA and its registration scheme, or in a manner unbecoming or prejudicial to the profession.

The registration board may take disciplinary action if registered members do not comply with the code of professional conduct (see <http://www.lianza.org.nz/about/governance/code/coppart1.html#11>)

Registered members will be suspended if they:

- do not pay annual registration fees
- fail to revalidate their professional registration
- breach the code of professional conduct.

Appendix A: Members of the LIANZA Taskforce on Professional Registration as at August 2006

Steven Lulich, 2004/05 LIANZA President 2004/05 (Chair)

Jane Arlidge, Library Manager, Northland Polytechnic Library

Helga Arlington, President, New Zealand Law Librarians Association

Rosalie Blake, Head of Libraries, Horowhenua Library Trust

Penny Carnaby, Chief Executive, National Library of New Zealand

Allison Dobbie, City Librarian, Auckland City

Moirra Fraser, Parliamentary Librarian and LIANZA President

John Garraway, LIANZA Immediate Past President

Dr Gary Gorman, Professor of Library and Information Management, Victoria University of Wellington

Dr Axel Laurs, Dean, School of Information and Social Sciences, The Open Polytechnic of New Zealand

Gail Pattie, University Librarian, University of Canterbury

Chris Szekely, Library Manager, Manukau Libraries

Johnann Williams, President, School Library Association of New Zealand Aotearoa

Others who have served as members of the taskforce are:

Dougal McKechnie, Immediate Past President, New Zealand Law Librarians Association

Liz Probert, Immediate Past President, School Library Association of New Zealand Aotearoa

Keith Webster, former Vice-President, LIANZA.

Appendix B: Criteria for assessment of applications by the registration board

The registration board will assess all applicants for registration against the same criteria. Applicants must show that they:

- can reflect critically on personal performance and evaluate service performance
- are actively committed to continuing professional development
- can analyse their own personal and professional development and progression with reference to work experience and training
- have a wide knowledge and understanding of the library and information profession
- understand New Zealand's bicultural heritage and how to apply this understanding to the library and information profession

Appendix C: Registration application form

Library and Information Association of New Zealand Aotearoa

Application for registration as a member of the New Zealand library and information management profession

Confidential

See the attached guidelines³ before completing this form.

Please send the fee of \$50 (incl. GST) with your application.

Full name

.....

Address

.....

.....

.....

Phones: (H)..... (W).....

(Mobile).....(Fax).....

Email.....

Membership of an approved professional organisation⁴

State the name of the organisation you are currently a member of.

.....

³ Guidelines to be finalised.

⁴ LIANZA, NZLLA, SLANZA, or Te Ropu Whakahaau.

Library, information management, and educational qualifications

Give dates of awards. Attach photocopies of all qualifications to the application form.

.....

.....

.....

.....

.....

.....

.....

Career history

Employer	Position	Period

Name and address of mentor(s)

Name.....

Address.....

.....

Name.....

Address.....

.....

Statement of professional training

Please attach a **written personal record of 500 to 1000 words** describing your professional training and library/information service, using the attached guidelines. Attach any statement from a support group or employer.

I declare that the above is true and correct, and that I wish to apply for professional registration.

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

Send this application to:

Administration Officer
Library and Information Profession Registration Board
C/- LIANZA
PO Box 12 212
Wellington

Appendix D: Professional training plan

**Library and Information Association
of New Zealand Aotearoa**

Professional training plan

Confidential

Refer to the attached guidelines⁵ before completing this form. No fee is needed.

Full name

.....

Address

.....

.....

.....

Phones: (H) (W).....

(Mobile).....(Fax).....

Email.....

Individual professional training plan

A: Description

.....

.....

.....

.....

.....

.....

⁵ Guidelines to be finalised.

Applicant to complete:

I declare that the above is true and correct, and that I wish to apply for approval of my professional training programme.

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

Send this application to:

Administration Officer
Library and Information Profession Registration Board
C/- LIANZA
PO Box 12 212
Wellington

Appendix E: Form for revalidation of registration

**Library and Information Association
of New Zealand Aotearoa**

Journal and planner

Full name

.....

Address

.....

.....

.....

Phones: (H) (W).....

(Mobile).....(Fax).....

Email.....

Registered library and information management professional to complete:

Name.....

Address.....

.....

I verify the professional development activities as listed are correct.

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

Applicant to complete:

I declare that the above is a true and correct record of my professional development activities.

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

Send this application to:

Administration Officer
Library and Information Profession Registration Board
C/- LIANZA
PO Box 12 212
Wellington

Appendix F: Registration application form for overseas applicants

**Library and Information Association
of New Zealand Aotearoa**

**Application for registration as a member of the New Zealand library and
information management profession**

Confidential

Refer to the attached guidelines⁶ before completing this form.

Please send the fee of \$50 (incl. GST) with your application.

Full name

.....

Address

.....

.....

.....

Phones: (H) (W).....

(Mobile).....(Fax).....

Email.....

Membership of an approved professional organisation⁷

State the name of the organisation you are a current member of

.....

⁶ Guidelines to be finalised.

⁷ LIANZA, SLANZA, NZLLA, or Te Ropu Whakahau

Membership of an overseas professional library and information organisation

Are you a member of one of the following organisations? (Please tick.)

- Australian Library & Information Association (ALIA)
- Chartered Institute of Library & Information Professionals (CILIP)
- Canadian Library Association (CLA)
- American Library Association (ALA)
- Library & Information Association of South Africa (LIASA)
- Other (please specify organisation and country):

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.....

Library, information management, and educational qualifications

Give dates of awards. Attach photocopies of all qualifications to the application form.

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International qualification evaluation

You must include an international qualification evaluation issued by the New Zealand Qualifications Authority (NZQA) if you gained your library and information studies qualifications from a country other than New Zealand, Australia, the United Kingdom, Canada, the United States of America, or South Africa. You must also provide detailed information about the course content.

Career history

Employer	Position	Period

Statement of professional training

Please attach a **written personal record of 500 to 1000 words** describing your professional training and library/information service, using the attached guidelines. Any statement from a support group or employer should also be attached.

I declare that the above is true and correct, and that I wish to apply for professional registration.

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

Send this application to:

Administration Officer
Library and Information Profession Registration Board
C/- LIANZA
PO Box 12 212
Wellington

Attachments:

1. International qualification evaluation
2. Statement of professional training

Note: Overseas qualifications—NZQA Qualification Recognition Services

If you gained your library and information studies qualifications from a country other than New Zealand, Australia, the United Kingdom, Canada, the United States of America, or South Africa, your application must include an international qualification evaluation issued by the New Zealand Qualifications Authority (NZQA). You must also send detailed information about the course content.

Qualification Recognition Services (QRS), part of NZQA, assess overseas qualifications held by people seeking residence, employment, professional registration, or opportunities for further study in New Zealand. This is a user-pays service in which you deal directly with NZQA. The focus is on the qualification and not the competence of an individual.

QRS also check that the qualification has been awarded by a recognised overseas institution and that documents submitted are not fraudulent.

For further information on applying for a NZQA international qualification evaluation, see <http://www.nzqa.govt.nz/for-international/qual-eval/applications.html>.

Appendix G: Generic Library Role Classifications

A - Library Assistant

- Provides a wide range of routine library services – front-line or back-of-house
- Entry-level role. Customer service and computer skills are required, other skills acquired from on-the-job training; professional training is not required
- Responsible for working reliably and to a standard, and for solving routine problems within a local day-to-day context
- Works within policies, operating rules and precedent; usually closely supervised by a team leader or manager while gaining experience

Note: Impact of the work is generally short term

B - Specialist or Senior Library Assistant

- Provides a range of more complex but routine front-line or back-of-house library services
- Requires considerable on-the-job knowledge, library experience and personal competence; a library qualification is helpful but not essential
- Versatility, initiative and more complex problem solving is expected, as well as training and guidance to junior staff
- Works within policies and operating rules, requires only broad supervision or guidance by a team leader or manager

C - Professional Librarian

- Provides a range of normal front-line and/or back-of-house professional library and information management services
- A library or information management qualification is usually required, at least to certificate level, but knowledge gained on-the-job over time together with personal aptitude and competence may suffice in some circumstances
- Exercises judgment in dealing with a range of operational and/or conceptual tasks and problems; recommends improvements
- Works within policy and to operating rules, with some scope for interpretation; may be guided professionally by a senior librarian; is supervised by a team leader or manager

Note: The impact is mainly direct and short to medium term, but may be longer term in systems, selection or cataloguing work

D - Specialist or Senior Professional Librarian

- Provides, and/or leads professionally, complex or specialist library and information services. Requires a professional library or information qualification, a well-developed knowledge of library & info mgt concepts and theory; and usually requires substantial professional experience
- Exercises judgment and initiative in dealing with a range of complex and/or specialist tasks, professional and/or service problems; advises colleagues, recommends innovations and leads significant projects. Works within policy, with considerable scope for interpretation, and is supervised by a team leader or manager

Note: The outcome of work, including decisions, can be long-term in its effect, & may have significant impact on the work of the library

P - Supervisor or Team Leader (A day-to-day operational role)

- Leads a library work-team, front-line or back-of-house, or a small library, and participates in the day-to-day team work
- Requires practical organisation, communication and supervisory skills; and a thorough knowledge of the particular library services, processes and systems
- Responsible for day-to-day work quality, productivity, for solving process and system problems in an operational context, for recommending process improvements, and for direct customer and staff relationships
- Works within established policy and operating rules, and is guided by a manager

Note: Impact is mainly short term

Q - Manager (An operational management role)

- Leads a library, a library function in a larger library, or may coordinate a number of smaller branch libraries operationally
- Requires significant professional and management knowledge and experience, as well as strong organising, communication and leadership skills
- Responsible for forecasting, planning, staff and resource mgt; suitability of processes and systems; and staff & customer relations, within own area of responsibility
- Works within policy under the broad guidance of a senior library manager or a manager of the parent organisation; influences library policies

Note: Impact is medium term, and significant for both the library and the parent organization

R - Senior Manager (Strategic and operational coordination role)

- Coordinates libraries and/or complex library functions at a strategic level; oriented to long-term goals and developments
- Requires a sound general knowledge of library and info mgt concepts, principles and practice; extensive mgt expertise and leadership skills
- Responsible for anticipating and resolving library-wide issues, guiding library policy, managing significant resources, and coordinating strategic library developments
- Works collaboratively with other senior managers within and outside the library; is guided by the policies and controls of the library and of the parent organization

Note: Impact of the work is medium to long term, and contributes substantially to library and organisational performance.

S - Chief Manager (The principal strategic management role within the Library)

- Leads and guides the library overall, at a strategic level, oriented to meeting the goals and needs of the parent organisation
- Requires a sound general knowledge of library and info mgt concepts, principles and practice; extensive mgt expertise and leadership skills
- Responsible for appropriate library vision & direction, policy & management framework, and the overall performance of the library
- Expected to understand and influence the internal & external environment within which the library operates – is accountable to, or is a member of, the senior management team of the parent organisation.

Note: Impact is likely to be major and long term in its effect on the parent organisation, and on professional standards & innovation nation-wide

