

# **4.0 National Grants and Awards**

## **Code of Practice**

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## 1.0 Purpose

LIANZA works to support and recognise achievement in the library and information profession and to provide professional development opportunities for individuals who might not be able to realise these otherwise.

The purpose of this policy is to outline the various awards that LIANZA offers and to provide clear guidance on the purpose, criteria, application processes and timelines of all LIANZA Grants and Awards.

## 2.0 Scope

This policy applies to all grants and awards

## 3.0 Definitions

LIANZA Communities                      LIANZA regional , sector and special interest communities

Award                                      An award recognises an achievement that has already been completed

Grant                                        A grant is given for a specific purpose

## 4.0 Related policies and procedures

- Complaints Policy and Procedure
- Appeals policy and procedure
- Professional Registration Policy
- Guidelines for the Operation of LIANZA Communities

## 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

The Executive Director is accountable for the administration of the LIANZA National Grants and Awards, and for the operational sustainability.

## 8.0 Policy

The following principles will provide guidance;

- 8.1 All LIANZA Grants and Awards will support the objectives of LIANZA.
- 8.2 The objectives for LIANZA Grants and Awards will be reviewed every two years by LIANZA Council to align with LIANZA strategic direction.
- 8.3 All LIANZA Grants and Awards will be made from bequests or budgeted LIANZA funds.
- 8.4 All LIANZA Grants and Awards funds will be managed centrally.
- 8.5 Budgeted LIANZA Communities do not need to budget for and will not offer additional scholarships, awards or grants.
- 8.6 All LIANZA members will be able to access development opportunities regardless of geography.
- 8.7 Active promotion of the LIANZA Grants and Awards opportunity to the workforce, including traditionally disadvantaged groups to ensure equitable access.
- 8.8 Where LIANZA has been provided with funds from a bequest or organisation to administer a grant, the grant will be delivered in line with the wishes of the donor.
- 8.9 All LIANZA Grants and Awards will be selected by one national judging panel comprising up to seven members made up from LIANZA Council, LIANZA Communities and Te Rōpū Whakahau, unless a bequest deed specifies differently.
- 8.10 The panel may co-opt people with relevant expertise, if necessary.
- 8.11 All LIANZA Grants, and Awards awarded will be acknowledged at the bi-ennial LIANZA Conference.

## 9.0 Procedure

### 9.1. Edith Jessie Carnell Grant

#### **Mihi**

This grant was established as a result of a bequest in the will of Mr Archibald William Dunningham, named in honour of Edith Jessie Carnell. Edith Jessie Carnell was a British librarian who worked in New Zealand between 1939 to 1944 as liaison between the NZ Library Association and the County Library Service.

- 9.1.1 The LIANZA Council shall determine the value of the grant when setting the budget for the year.
- 9.1.2 No more than 70% of the interest earned from the investment shall be used annually for the grant.
- 9.1.3 The remaining interest dividends will be reinvested.
- 9.1.4 The fund is held as a current asset in the LIANZA accounts as funds tagged for a specific purpose.
- 9.1.5 The grant is awarded every two years, in an even numbered year eg. 2020
- 9.1.6 The grant must be taken up within one year of its being awarded
- 9.1.7 If the grant is not awarded or taken up it may be offered the following year.

#### **Kaupapa**

The grant is awarded for the purpose of assisting an individual with research, study or travel.

**Ngā Whakaritenga**

9.1.8 Recipients must be a current personal member of LIANZA, have been a LIANZA member for five years, be engaged in the LIS profession, and have at minimum five years of work experience.

9.1.9 The following criteria will be taken into account when the selection is made:

- The current relevance to the profession of the area of study chosen
- Evidence of the candidate's commitment to the profession
- The degree to which the study will further the aims of LIANZA
- Proven ability or interest in the project subject
- Potential to apply the knowledge of the subject within the profession
- Proven ability to be able to communicate orally and verbally

**Tono**

9.1.10 Applicants must:

- confirm their eligibility for the grant
- state their professional aim for the grant, provide an outline of their course of study, research, travel
- provide a plan and time-frame for dissemination of the results of their travel, study or research.
- supply names of referees who can comment on the criteria for selection

**Ngā Kaiwhakawā**

9.1.11 The successful recipient will be expected to:

- Present the results of their research through LIANZA i.e. through a paper at conference, a presentation, or a webinar
- Write a research paper on the area of study chosen
- Produce an article to be published in Library Life within a six-month period of completion of travel
- Participate in any LIANZA publicity promoting the award

## 9.2. Ada Fache Grant

### **Mihi**

Ada Fache (1918 – 1994) was a stalwart of the library profession. She commenced work as an assistant at Dunedin Public Library in 1937 and the majority of her career was at Dunedin Public Library culminating in her appointment as City Librarian in 1960. She was the second woman to hold this position in a metropolitan library. In her will Miss Fache left the Association a bequest of “one-twentieth of her estate for general purposes”. At the time of the bequest the NZLIA National Council agreed to use the bequest as seeding for a fund, the interest for which would provide an award or awards to assist with an individual’s continuing professional development. This fund was established in 1995 and is offered annually.

- 9.2.1. The LIANZA Council shall decide the value of the award during the budgeting process each year, but it shall not be greater than the total interest received in the previous year
- 9.2.2. The grant is awarded annually
- 9.2.3. The fund is held as a current asset in the LIANZA accounts as funds tagged for a specific purpose.

### **Kaupapa**

The purpose of this grant is to:

- 9.2.4. Subsidise a LIANZA conference or professional development event registration for a member in a situation which could be considered isolated
- 9.2.5. The grant must be taken up within one year of receipt of the award.

### **Ngā Whakaritenga**

- 9.2.6. Recipients must be a LIANZA current member and have been a member for at least three years
- 9.2.7. Be in a situation that is considered professionally isolated.

### **Tono**

- 9.2.8. The applicant must
  - confirm their eligibility
  - provide an explanation of the nature of their professional isolation
  - describe the professional aim of the grant and the potential benefits
  - supply names of two referees who can comment on the criteria for selection.

### **Ngā Kaiwhakawā**

- 9.2.9. The successful candidate will be expected to:
  - Produce an article to be published in Library Life within a six -month period of completion of travel
  - The recipient will be expected to participate in any LIANZA publicity promoting the award

### 9.3. Rua Mano Grant

#### **Mihi**

9.3.1 To encourage and support LIANZA and Te Rōpū Whakahau member to participate in the immersive experience of the Te Rōpū Whakahau Hui-a-tau.

*Ko te kaupapa o te karahipi nei hei awhina hei whakamanawa hoki ngā mema o Te Rau Herenga o Aotearoa me Te Rōpū Whakahau kia whakatinanahia ā rātou hiahia kia mātau ā- wheako i te hui ā-tau o Te Rōpū Whakahau.*

#### **Kaupapa**

The purpose of this grant is to:

9.3.2 provide an annual subsidy of approx. \$500 for attendance at the Te Rōpū Whakahau Hui-a-tau.

*Ki te whiwhi koe, ko te rima rau tāra te wāriu o te karahipi kia haere ki te hui ā-tau o Te Rōpū Whakahau*

#### **Ngā Whakaritenga**

Recipients must;

9.3.3 Be a current personal member of LIANZA or Te Rōpū Whakahau and have been a LIANZA member for three years

9.3.4 Display commitment to learning te reo Māori and/or tikanga and/or Mātauranga Māori

*Ka tahi, me mena o Te Rau Herenga, Ka herea te tangata ki te ako i te reo Māori, ngā tikanga me te Mātauranga Māori anō hoki, ka rua.*

#### **Tono**

The applicant must;

9.3.5 Explain how he/she intends to improve and share his / her commitment to te reo Māori, tikanga, and Mātauranga Māori

*Ka herea te tangata ki te whakamārama me pēhea tōna whāngai atu ngā mea e ako nei a ia.*

#### **Ngā Kaiwhakawā**

9.3.6 The successful recipient will be expected to:

- Attend the next available Te Rōpū Whakahau hui-a-tau
- Produce an article to be published in Library Life within a six -month period of attending the hui-a-tau
- The recipient will be expected to participate in any LIANZA or Te Rōpū Whakahau publicity promoting the grant.

#### 9.4. Paul Reynolds (No Numpties) Grant

##### **Mihi**

This grant was established in 2010 and is in memory of Paul Séamus Reynolds (1949-2010) inspirational, enthusiastic and a digital world citizen. The grant was established from donations made by the National Library of New Zealand, Internet NZ and friends of Paul Reynolds. The donations are held in trust by LIANZA.

- 9.4.1 The grant is to be offered every two years over a finite period of 10 years i.e. 2011, 2013, 2015, 2017, 2019.
- 9.4.2 The selection panel will include representatives appointed by National Digital Forum board, LIANZA Council and the National Library
- 9.4.3 In the event that no suitable application is received for that year, the grant may not be awarded and will be held over and made available the following year.
- 9.4.4 A minimum of \$5,000 may be awarded to any award winner. Any amounts, including fees, travel and accommodation costs etc. in excess of the grant are the responsibility of the grant recipient
- 9.4.5 Applications for the grant will be advertised through LIANZA, National Digital Forum, Internet NZ and other GLAM sector digital mechanisms
- 9.4.6 The grant will be formally presented at a suitable event depending on what areas of the GLAM Sector the winner comes from.

##### **Kaupapa**

- 9.4.7 The grant, is intended to be used to enhance the knowledge and development of those working in the New Zealand GLAM sector.
- 9.4.8 The grant will enable the successful applicant to spend a brief time working with an overseas institution in order to research/develop specialist digital knowledge or experience.
- 9.4.9 It is intended that the grant will support recipients by acting as a fund to provide for travel to an overseas institution and payment of any internship (or similar) fees, or a koha if no fees are sought.
- 9.4.10 It is not intended to present the grant to be used solely for travelling to conferences or visiting institutions but may be partially used for such a purpose if it is aligned with the internship.
- 9.4.11 The project the grant funds should reflect the value of the internet and digital world for New Zealanders.

##### **Ngā Whakaritenga**

- 9.4.12 Eligibility for this award is restricted to those currently working in the digital space within or for the New Zealand GLAM sector.  
In awarding the grant, the selection panel will take into account the following criteria:

- (a) Applicant(s)'s commitment to the enhancement and growth of digital experience through the cultural institutions of New Zealand.

- (b) Proven contribution to a successful GLAM sector digital project with overt customer or public benefit in the preceding two years.
- (c) Interest or ability to apply the learning gained during the tenure of this award for the benefit of the customers and/or public of one or more institutions within the GLAM sector.
- (d) Projects that encourage collaboration and instigate new approaches within the digital space of GLAM sector institutions.

**Ngā Kaiwhakawā**

- 9.4.13 The successful recipient will be expected to participate in any LIANZA, NDF, Internet NZ and National Library of New Zealand publicity promoting the grant.
- 9.4.14 The grant must be taken up within one year of it being offered.
- 9.4.15 The successful applicant(s) will enter into a contract with LIANZA regarding timeframes, completion dates, and forms of dissemination of reports and learning, penalties for non-completion and conditions of grant payment.
- 9.4.16 The grant recipient must record acknowledgement of the grant in any publication arising from activity supported by the grant.
- 9.4.17 The successful applicant(s) will normally disseminate results of their research through:
  - (a) One or more reports to LIANZA who may use these reports as appropriate;
  - (b) Delivering a paper at the LIANZA Conference, National Digital Forum Conference or at a regional workshop

## 9.5 John Harris Grant

### **Mihi**

The John Harris Grant was established in 1961 and is presented by LIANZA in recognition of notable published work, such as in the bibliographical, critical, historical or administrative fields, which represents a contribution to New Zealand librarianship.

### **Kaupapa**

- 9.5.1 A work published within the previous three years may be submitted either by the authors or by another person, with the author's consent.
- 9.5.2 The grant is offered annually and has a value of \$500.

### **Nga Whakaritenga**

This award is open to anyone, with no specific eligibility criteria.

Applicants or nominators should include;

- 9.5.3 A copy of the nominated work
- 9.5.4 Any reviews of the nominated work
- 9.5.5 A formal statement of nomination, including the reason for nomination

### **Ngā Kaiwhakawā**

The successful recipient will;

- 9.5.6 The recipient will be expected to participate in any LIANZA publicity about the grant

## 9.6. LIANZA Student Awards

### **Mihi**

LIANZA offers annual awards to tertiary students at the Victoria University of Wellington and Open Polytechnic who are studying towards a library and information qualification and have been selected for the award by their tertiary institution.

#### **9.6.1 LIANZA Mary Fleming Award**

Mary Smith Fleming (1908 – 1964) was Senior Lecturer in Cataloguing at the New Zealand Library School from 1946 to 1964

- 9.6.1.1 The LIANZA Mary Fleming Grant is awarded to the Victoria University of Wellington student, who is in the opinion of the VUW Information Studies Programme Director is the best student of the year in INFO 526 - Bibliographic Organisation and is worthy of the award
- 9.6.1.2 The grant is for one year of LIANZA membership or LIANZA Professional Registration and a certificate is presented.

#### **9.6.2 LIANZA David Wylie Award**

David Wylie was the University Library at Victoria University of Wellington. This grant was established in 1986.

- 9.6.2.1 The David Wylie Grant is awarded to both Victoria University of Wellington and Open Polytechnic students who are judged by their institution to have completed the best piece of written work on an aspect of library and information studies.
- 9.6.2.2 Each grant is for one year of LIANZA membership or LIANZA Professional Registration

#### **9.6.3 The LIANZA Award**

The LIANZA Prize was established in 1982 as the NZLIA prize and renamed in 1999. It was initially awarded on the recommendation of the principal lecturer to an exceptional student who has completed a diploma in the previous calendar year. This award commemorates the establishment in 1942 of the Association's certificate course, the forerunner for many years of the New Zealand Library Studies Certificate, and the long-standing interest of LIANZA in the students of those courses. The LIANZA Prize has been offered in recent years to Open Polytechnic students completing Level 5 or 6 library diplomas. It was renamed the LIANZA Award in 2019.

- 9.6.3.1 The award is awarded to a student from the Bachelor of Library and Information Studies who is judged by their institution to have completed

the best piece of written work on an aspect of library and information studies.

9.6.3.2 LIANZA Award is for one year of LIANZA student membership or LIANZA Professional Registration

**9.6.4 LIANZA Te Pumanawa Award**

9.6.4.1 The LIANZA Te Pumanawa Award is awarded to an Open Polytechnic library diploma or degree student who is judged by their institution to have completed the best work on a bicultural theme.

9.6.4.2 The national council of Te Rōpū Whakahaui are on the decision panel.

9.6.4.3 The LIANZA Te Pumanawa Award is for one year of LIANZA student membership or LIANZA Professional Registration.

**Ngā Kaiwhakawā**

9.6.5 The tertiary institution must advise LIANZA of the recipients of the awards for the relevant academic year prior to the year end of June 30.

9.6.6 Awards will not be made retrospectively, if not awarded in the relevant academic year.

9.6.7 The recipient will be expected to participate in any LIANZA publicity about the award.

**9.7. LIANZA Grants and Awards Report and Announcements**

9.7.1. The LIANZA Grants and Awards Judging Panel will submit a report to LIANZA Council at the end of the annual selection process

9.7.1.1. The report will include total number of applications with the names of successful recipients only and the rationale for the decisions to award each LIANZA Grant and Award.

9.7.1.2. A citation for each successful recipient will be written by the panel to share with the successful recipient

9.7.1.3. The panel may make suggestions for improving the delivery of the LIANZA Grants and Awards

9.7.1.4. The successful recipient will receive a letter advising them of the grant or award signed by the LIANZA President

9.7.2. The recipients of each LIANZA Grant and Awards will be announced in Library Life and promoted in other LIANZA communications

9.7.3. LIANZA will maintain a registry of all LIANZA Grants and Awards recipients

**9.8. LIANZA Grants and Awards Application Procedure**

9.8.1. All LIANZA Grants and Awards will be promoted annually with clear guidelines about the purpose, criteria, application processes and timelines

9.8.2. All LIANZA Grants and Awards will open from April and close on May 30.

9.8.3. Applications and nominations will be submitted on LIANZA Grants and Awards application or nomination forms to LIANZA Office by the due date.

## 10 Agreement with Recipients

LIANZA will enter into a written agreement with each recipient or provide information in the advice letter of their rights and responsibilities under the terms of the grant or award they have won.

## 11 Review

This policy will be reviewed every two years

## 12 Attachments