

# ANZTLA STANDARDS FOR THEOLOGICAL LIBRARIES

(Adopted at the ANZTLA Annual General Meeting of 9 September 1988)

## INTRODUCTION

The following statement has been prepared to encourage and assist ANZATS schools and other interested institutions in the provision and evaluation of adequate theological library services, resources and facilities. No claim is made for originality. The following standards attempt to synthesize the experience and expectations of the academic library profession as to qualitative measures of adequacy and incorporate recent trends in library management.

The standards are organized according to the major functions and components of library organization and service and are arranged as follows:

1. Objectives.
2. Governance and administration.
3. Staffing.
4. Finance and budgeting.
5. Delivery of service.
6. Collections.
7. Facilities.
8. Instruction.
9. Associations.
10. Cooperation.

Theological institutions, and hence their libraries, vary markedly with respect to the levels of courses offered, the nature and size of their faculty and student bodies, their denominational responsibilities and the possibility of their being part of a cluster of schools. For these reasons no attempt has been made to prescribe formulae for the measurement of the adequacy of library staffing, collections or spaces. Rather, these standards are meant to provide certain presuppositions and a framework within which informed judgment can be applied to individual circumstances.

## 1. OBJECTIVES

- i. Two fundamental assumptions inform these standards. The first is that the library is an integral and creative part of the institution's educational programme. The second is that the primary responsibility of a theological library is to meet the instructional needs of students and faculty and to support research programmes, to declared academic levels, according to the intentions of the institution.
- ii. The general objectives shall be to acquire resources in the fields of religion, theology and related areas; to organize and maintain them; to promote their most effective use by faculty, students and members of the wider community.
- iii. It shall be the responsibility of the chief administrative officer of the library (hereinafter referred to as 'the Librarian') to develop an explicit statement of the library's objectives in accordance with the educational goals of the parent institution. The statement should be reviewed periodically and revised as necessary.

Specific objectives are presented in the following sections.

## 2. GOVERNANCE AND ADMINISTRATION

- i. The place of the library and of the Librarian within the administrative and governance structure of the institution shall be clearly identified.
- ii. A Library Committee shall be established and shall include representation from the senior management of the institution and the faculty. It shall include the Librarian. The responsibilities of this Committee shall be clearly identified.
- iii. The authority and responsibilities of the Librarian shall be clearly defined in writing.
- iv. Dependent on the administrative structure of the institution, the Librarian shall be responsible either to the head of the

institution or to the Library Committee, as a committee of management, for maintaining an appropriate level of library resources and services.

- v. The Librarian shall have control of the administration of the library and of its budget (see Section 4).
- vi. The Librarian shall be involved in all decision making affecting the administration and development of the library.
- vii. The Librarian shall be a voting member of the teaching faculty. It is essential that the Librarian be familiar with course planning, the courses being offered and the teaching methods employed in the academic programme in order that he/she may be able to advise on the availability of resources and take measures to acquire requisite materials.
- viii. The Librarian shall keep statistics in order to assist in reporting on performance and problems, and for the purposes of planning.
- ix. Sound managerial and fiscal practices shall be observed in the library's administration. These will include personnel management, budget forecasting and control, the observance of the copyright law.
- x. The Librarian shall report regularly to the Library Committee on such matters and responsibilities as are mentioned in Sections 2 iv-ix above.

### 3. STAFFING

- i. The library staff shall be of adequate size and quality to meet agreed objectives, particularly to maximize service to users and to ensure the security of the collection.
- ii. The institution, in consultation with its Library Committee, shall appoint, maintain and professionally develop adequate library staff.

- iii. The appointing body shall ensure that the Librarian and library staff have among them appropriate qualifications in librarianship, management and religious or theological studies. The Librarian (as defined in 1.iii) shall be professionally trained in librarianship and be eligible for associate membership of the Library and Information Association Australia or the New Zealand Library Association.
- iv. The Librarian shall be a person who is in sympathy with the aims and objectives of the institution.
- v. All members of the library staff shall receive salaries in accord with an appropriate gazetted award (an Australian or New Zealand university library staff award is deemed appropriate). They will receive all salary benefits related to this award and also be subject to the award's conditions of service. Alternatively, they shall be paid according to appropriate church salary scales and observe related conditions.

#### 4. FINANCE AND BUDGETING

- i. Library funding for recurrent needs shall be sufficient to provide for the continued systematic development of the library's resources, both human and material, in keeping with the objectives of the institution.
- ii. The library budget shall be a distinct part of the institution's annual budget.
- iii. Elements of the library budget should include as applicable:
  - A. Sources of income.
  - B. Expenditures:
    - Administration: salaries, salary costs;
    - expenses - postage, phone, etc.
    - Furniture, equipment.
    - Building, occupation costs.
    - Staff development, conference travel, etc.

Collection development: with estimations for monographs, serials, standing orders, audio-visual materials, binding costs, etc.

- iv. The formulation of the library's annual budget shall be well in advance of the beginning of the institution's financial year. The Librarian shall be responsible for preparing budget work sheets, providing data and projections, for consideration by the Library Committee which, in turn, will make recommendations to the institution.
- v. The Librarian shall maintain such records and accounts as are necessary for the checking of items as ordered, the approval of invoices for payment, the monitoring of encumbrances and the evaluation of the flow of expenditure.

#### 5. DELIVERY OF SERVICES

- i. The library shall establish and maintain a range and quality of services that will promote the academic programme and encourage optimal library use.
- ii. The library shall be organized and equipped to manage the range of communications media in which information is available. Modern technology should be exploited, where feasible, to provide better service.
- iii. The library shall provide the range of services normally provided in an academic library system, including reference and bibliographic services, circulation and reserve services, user education and interlibrary loans.
- iv. House of public access shall be consistent with reasonable demand both during term time and vacation periods.

#### 6. COLLECTIONS

- i. A library's collections shall be of sufficient size and quality to support the institution's instructional needs and, as applicable, to facilitate approved research programmes.

- ii. The library shall construct a written collection development policy which will inform the selection and retention of materials, provide a planning tool and a communication device, and assist in the rationalization and sharing of resources with other libraries.
- iii. This policy shall provide guidelines for the collection of information resources, of all types, appropriate to the curriculum. Then, according to the specific educational purposes of the institution, it will inform the acquisition of materials whether by purchase, gift or exchange:
  - in selected subject fields, to declared academic levels, for research purposes;
  - to support the teaching and research work of faculty;
  - for ministerial formation and for the continuing religious education of both clergy and laity;
  - representing the best of the heritage of religious and theological literature;
  - on the history and the current state of the denomination or tradition represented by the institution; always in consultation and collaboration with the denomination's archives.
- iv. The Librarian shall be responsible for the development of the collections within the terms of this policy.
- v. In order to ensure maximum access to its collections, the library shall catalogue, classify and organize items according to professionally approved conventions and arrange for their most efficient retrieval.

## 7. FACILITIES

- i. The institution shall provide a centrally located library building or suitable and sufficient space for the housing of its library resources, proper amenities for the accommodation of students and those engaged in research, and for the work requirements of the library staff.

- ii. The library shall acquire appropriate, up to date equipment that will make possible the most effective use of library resources.

## 8 INSTRUCTION

- i. Members of the library staff shall instruct library users, in either formal or informal settings, in the effective and efficient use of library systems and resources. Particularly, students should understand the nature and use of information resources, both general and theological, that these may contribute to their intellectual and professional development.

## 9 ASSOCIATIONS

- i. The library shall maintain membership and relationships with relevant associations of libraries and librarians.
- ii. Members of the library staff shall be encouraged and shall receive the support of their institution to attend relevant conferences.

## 10 COOPERATION

- i. The library shall cooperate with other libraries in sensibly rationalizing collection development and in sharing information.
- ii. The library shall participate in the national inter-library loan system and, where practicable, in other national networks.

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