

There should be a methodology in our approach to budgeting to make the process easier for ourselves and to enable us to justify the proposals we put forward and the decisions we make. If we are spending money we must be accountable and we should be seen to be accountable.

Tony McCumstie

### Faculty Relations

by Glenys Dalziel, Mount St Mary's Seminary, Greenmeadows

To achieve a good working relationship communication is the key.

To have the faculty feel that they can freely approach you at any time, and to keep the faculty staff informed as to what is happening in the library is vital for a good working relationship and I hope to share with you all my approach to involving the faculty as much as possible.

I have been librarian at Mount St. Mary's for over 16 years and during that time vast changes have occurred altering the College and library structures completely. When I first took over the library, there were about 70 seminary students living on the premises as well as a residential faculty staff of about 12.

As a lay staff member I had my morning tea breaks and lunch together with all the community. This was an invaluable time to talk informally with any faculty member or student regarding library problems. Looking back now to that time I realize how fortunate I was to have those opportunities. If I wanted to discuss an idea with a particular faculty member I knew I would get the chance over the tea break or lunch.

In 1986 it was decided to form a library Committee. By this time the student numbers had dropped considerably causing a change of direction in the whole community. The library committee was to include at least 1 faculty member, the librarian and if possible a senior student. Over the next few years I had at least 2 faculty members on the library committee at any one time and although the meetings were pretty informal we did have the final say in running the library. Important decisions were made over this period: automation of the library and a proper library budget were two such decisions.

With the library now working within a budget I realised the faculty had to see where the money was being spent. So each month I give a faculty member a print out of what books have been purchased in his particular subject area detailing the title/author and cost. I also present a similar printout of material ordered that particular month for each subject field. By doing this the faculty are kept informed of what is happening within the library in his particular field of interest. I also make sure that various faculty members see the latest issues of journals in their interest areas. Many of the journals contain book reviews and I would say well over half the book purchasing requests come from this source. All faculty staff receive a copy of the quarterly acquisition booklet.

In 1992 the Seminary moved to Auckland with the College staff becoming part of the Auckland Consortium for Theological Education (ACTE) made up of 5 theological colleges. ACTE is an affiliated Institute of the University of Auckland. To those of you unfamiliar

with the area - Auckland is approximately 400 k. north of Greenmeadows.

Just setting up the Seminary and College in Auckland was expensive. At no time was the library considered as part of the move - the main reason being lack of space. With the main areas of the library collection now entered on a database and the College in Auckland having access to the library holdings via their database it was decided that the library could still function and serve the College by sending up core subject material being taught that semester to the College in Auckland.

One faculty member acts as a contact for the library in Auckland to receive material and channel communications to and from me, however, within a year of the Auckland move I realised I was losing contact with the faculty. Although great use was being made of fax machines this could not replace personal contact.

The library committee was still functioning but its membership had changed. There was now only one faculty member, myself, and a board member on the committee and our meetings relied on the faculty member being able to travel to Greenmeadows, or if that wasn't possible a meeting arranged through tele-conference linkup.

I could see problems arising with the loss of contact with the faculty so I voiced my concern to the Trust Board and was given permission to travel to Auckland 3 to 4 times a year to meet with them. I might add that this expense has to come out of the library budget but it is vital to the on going success of the library. This situation has been running for nearly a year now and is working well. The actual date that I intend to be at the College is made well in advance so that all faculty members are free to meet with me sometime during the day. There is usually a meeting with all the faculty staff with a set agenda then various group meetings follow.

From my experience I can't stress strongly enough the value of contact with the faculty of your Colleges. The library is there to serve the students and faculty and the success of the library depends on the flow of communication between them, your clients, and you, the librarian.

Glenys Dalziel

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#### ERRATA

Please note on page 36 of Newsletter 23 in the section on line speeds the number should be 28800, not 288000.