

Honours and Honorary Appointments of the Library



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Approved by: Library Council

Policy owner/sponsor: NSW State Librarian & Chief Executive

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1. Summary

This Policy specifies how the Library Council of New South Wales may recognise outstanding individuals who have contributed to the State Library of New South Wales as members of the Library Council, the State Library of New South Wales Foundation or the Library's staff or through eminent achievement which advances the goals of the Library.

2. Policy statement

Recognition of eminent achievement and contributions to fulfilling the purposes of the State Library is an integral element of the concept and role of the Library. The Library Council of New South Wales from time to time confers honours and honorary appointments on distinguished individuals who have made outstanding contributions to the advancement of the primary object of the Council "to promote, provide and maintain library services and information services for the people of New South Wales through the State Library and through co-operation with local libraries and other libraries and information agencies" (Library Act 1939) or who have achieved eminence in a related field of endeavour for the betterment of society or the advancement of knowledge at state, national or international level.

The Library Council may recognise:

- eminent achievement by conferring a Medal
- outstanding service to the Library by awarding the title of Emeritus Curator or Honorary Fellow of the Library.

Only a small number of these awards is made in any given year and the Library and its community join in this public recognition and celebration of achievement at the highest levels.

2.1. Awards

The Library Council of New South Wales may confer honours and honorary appointments in the following categories:

- a. **Medal of the Library Council of New South Wales** – the highest honour conferred by the Library Council which is awarded for achievement at the highest levels.

- b. **Named Medals** – honours determined from time to time by the Library Council which are named in celebration of a person or a feature important to the development of the State Library and which are awarded for outstanding achievement in a field of endeavour consistent with the ideals and objectives of the Library.
- c. **Emeritus Curator** – an honorary appointment conferred on a former member of the staff of the State Library or an external person who has made eminent and sustained contributions to the development, preservation or interpretation of the collections of the State Library and is expected to continue to make contributions of a high order.
- d. **Honorary Fellow** – an honorary appointment conferred on a former member of the staff of the State Library or an external person who has made exceptional and sustained contributions in support of the aims of the State Library and is expected to continue to make contributions of a high order.

The honorary appointments of Emeritus Curator and Honorary Fellow are normally conferred for a period of three years which may be varied or renewed by decision of the Library Council.

Currently approved honours and honorary appointments are listed in Schedule 1.

2.2. Eligibility

Honours and honorary appointments will be conferred on persons who have made a particular and sustained contribution well beyond the normal expectations of their role or association with the Library Council or State Library.

Such contributions may be in areas such as:

- furthering the collections, scholarship and services of the Library
- representation and advocacy on behalf of the Library
- enhancing the resources of the Library
- supporting the mission, objectives and functions of the Library.

Honours and honorary appointments will not be awarded to:

- current elected representatives in local, State and Federal government
- current staff or members of Library Council or the Board of the State Library Foundation or committees of the Council, Foundation or Library
- principals or employees of contractors to the Library
- current employees of government agencies associated with the Library
- persons who are deceased other than in exceptional circumstances.

Former staff or members of Library Council or the Board of the State Library Foundation or committees of the Council, Foundation or Library will not normally be eligible for award of an honour or honorary appointment within one year of retirement from the relevant office unless the Library Council should determine otherwise.

2.3. Nomination

Any member of the Library Council, Library staff or Foundation Board may nominate in confidence to the Honours Committee, via the State Librarian, an eligible person to be considered for an honour or honorary appointment or for an award of the Order of Australia or other civic or professional recognition.

The State Librarian will invite nominations at least once each year. The Honours Committee will normally consider all of the nominations received during the year in September or October with a view to providing recommendations to the Library Council no later than its final meeting for the year. The Honours Committee may also at its own instigation consider and recommend persons to the Library Council for honours, honorary appointments or civic or professional recognition.

Nominations are to be *strictly confidential* and should not be made with the knowledge of the person who is the subject of the nomination. Information is collected in confidence in accordance with Section 26 of the *Privacy and Personal Information Protection Act 1998* which permits data gathering which would benefit the individual concerned.

Nominations should be brief (up to 3 pages) and cover the following matters:

- a. Name of Nominee
- b. Nominator (member of the Library community)
- c. Recommended honour or honorary appointment
- d. Nomination summary statement (should highlight the accomplishments of the person relevant to the award being recommended)
- e. Detailed recommendation:
 - Assessment of significance of achievement
 - Biographical information (include contact details and relevant details of education, employment, public, community and professional service, consulting, publications)
 - Major appointments/memberships (employment plus honorary positions, include dates)
 - Honours conferred (include dates)
- f. Two referees who could be contacted (statements can be included with the nomination)
- g. Statement certifying that the nomination has been made without the knowledge of the nominee and that the nominator has no conflict of interest in making the nomination.

2.4. Honours Committee

The role of the Honours Committee is to assist the Library Council with regard to the conferral of honours and honorary appointments.

The responsibilities of the Committee are to consider and make recommendations to the Library Council concerning:

- a. nominations for honours and honorary appointments conferred by the Library Council
- b. proposals for the establishment of new Library Council honours and honorary appointments

- c. nominations for awards of the Order of Australia or other civic or professional recognition
- d. policy, procedure and guidelines with respect to all aspects of honours and honorary appointments.

The Committee consists of:

- President (in the chair)
- Two members of Council
- State Librarian (secretary to the Committee)

The Committee meets as required in camera and the deliberations, recommendations, agenda, papers and minutes of the Committee are confidential.

2.5. Consideration & approval of nominations

When considering any nominations for honours or honorary appointments or for nomination for other civic or professional recognition, the Honours Committee will observe the following principles:

- honours or honorary appointments are conferred on distinguished individuals who have made outstanding contributions to the advancement of the primary object of the Council or who have achieved eminence in a related field of endeavour for the betterment of society or the advancement of knowledge
- awards must be congruent with the Library Act and the mission, vision and values and strategic direction of the State Library
- in any given year each medal may only be conferred once and only a small number of honorary appointments may be made and the Library Council may decide to make no award in any category in a particular year
- Emeritus Curator and Honorary Fellow are normally conferred for a period of three years which may be varied or renewed by decision of the Library Council
- nomination for an award of the Order of Australia or other civic or professional recognition is made in accordance with the criteria and procedures applying to those awards
- honours, honorary appointments and nomination for other civic or professional recognition remain at the sole discretion of the Library Council at all times.

The State Librarian will seek advice on each nominee from the referees identified in the nomination. The Committee may seek further confidential advice on nominees where necessary.

When the Honours Committee has finalised its recommendations for honours and honorary appointments, the President or delegate will contact each nominated person to obtain written approval to have the recommendation put to the Library Council and for the citation summarising the nominee's merit.

Proposals for honours and honorary appointments shall be treated in strict confidence at all times. Announcements of approved honours and honorary appointments will be made in accordance with clause 2.6 below.

Proposals for nomination for an award of the Order of Australia or for other civic or professional recognition shall be treated in strict confidence at all times. Announcements of approved awards will be made by the awarding organisation.

Persons who make nominations will be notified in confidence about the outcome of their nominations.

2.6. Conferral

Honours and honorary appointments will be confirmed by a letter from the President and may be formally announced at an appropriate Library function. They will be recorded in the Library's Annual Report in the year of conferral.

2.7. Benefits for recipients of honours and honorary appointments

Recipients of honours and honorary appointments will become honorary life members of the Friends of the State Library of New South Wales and will be entitled to all the benefits provided to Friends.

Recipients of honours will be presented with a medal commissioned by the Library Council of New South Wales and a scroll recording the citation for their award.

Recipients of honorary appointments will be entitled to access to facilities provided for scholars and fellows to undertake research or curatorial activities consistent with the ideals and objectives of the Library.

2.8. Revocation of honours and honorary appointments

Because awards remain at the sole discretion of the Library Council, the Library Council may choose to revoke an honour or honorary appointment in exceptional circumstances which include, but are not restricted to, the recipient coming into disrepute. Such revocation will be advised to the recipient in writing and will be recorded in the Library's Annual Report in the year of revocation.

3. Legislative and Policy Framework

Most relevant legislation

- *Library Act 1939*
- *Government Information (Public Access) Act 2009*
- *Privacy and Personal Information Act 1998*
- *State Records Act 1998*

Related and/or most relevant State Library and government policies

- Policy on Research Fellowships
- Policy on Donor Recognition & Naming Rights

4. Privacy

The State Library is subject to the *Privacy and Personal Information Protection Act 1998* which contains Privacy Principles that the Library must abide by when it collects, stores, uses and discloses personal information.

It is the responsibility of all staff to ensure they understand and comply with the Privacy Principles within the Act and within the State Library's Privacy Management Plan.

5. Right to Information

Under some circumstances, information pertaining to nominations and administration of the awards may be released, subject to consultation, in response to an application request made in accordance with the *Government Information (Public Access) Act 2009*.

6. Recordkeeping

Full and accurate records of all activities regarding honours and honorary appointments, conferred on outstanding individuals by the Library Council of New South Wales, are to be maintained securely to protect confidentiality and are to be registered in the State Library's recordkeeping system in accordance with the Records Management Policy and the *State Records Act 1998*.

7. Approval

This policy was approved by the Library Council of New South Wales on 3 December 2012.

8. Implementation

This policy is implemented on 3 December 2012.

9. Prepared by:

NSW State Librarian & Chief Executive
19 November 2012

10. Document History and Version Control

Version	Date approved	Approved by	Brief description
1.0	3 December 2012	Library Council of New South Wales	First release

SCHEDULE 1

Currently approved honours and honorary appointments

Category/Class	Description	Recipients
Medal of the Library Council of New South Wales	The highest honour conferred by the Library Council which is awarded for achievement at the highest levels.	
Named Medals	Honours determined from time to time by the Library Council which are named in celebration of a person or a feature important to the development of the State Library and which are awarded for outstanding achievement in a field of endeavour consistent with the ideals and objectives of the Library.	
<i>Dixson Medal</i> [PROPOSED]	Named in celebration of one of the pre-eminent donors to the State Library, Sir William Dixson (1870–1952), this medal is awarded by the Library Council of New South Wales for distinguished achievement in a field of endeavour consistent with the ideals and objectives of the Library.	
<i>Ifould Medal</i> [PROPOSED]	Named in celebration of William Herbert Ifould OBE (1877–1969), Principal Librarian of the Public Library of New South Wales 1912- 1942, in the centenary year of his appointment, this medal is awarded by the Library Council of New South Wales for distinguished achievement as a professional librarian, archivist or curator consistent with the ideals and objectives of the Library.	
Emeritus Curator	An honorary appointment conferred on a former member of the staff of the State Library or an external person who has made eminent and sustained contributions to the development, preservation or interpretation of the collections of the State Library.	Ms Elizabeth Ellis, 2010
Honorary Fellow	An honorary appointment conferred on a former member of the staff of the State Library or an external person who has made exceptional and sustained contributions in support of the aims of the State Library and is expected to continue to make contributions of a high order.	