GOVERNING POLICY OF THE HEKMAN LIBRARY AT CALVIN COLLEGE 
AND CALVIN THEOLOGICAL SEMINARY 

Approved 2015

Preamble

This statement that accompanied the original 1992 governing policy of the Hekman Library holds true yet today: While the college and seminary are now separate institutions and this will always complicate formal relationships, through this process we were reaffirmed in the need to have a single library. Each institution benefits from the separate contributions to the library; the whole is greater than the sum of the two parts. It is our hope and prayer that agreement on the formal structure of this relationship will allow us to nurture the informal relationships "across the pond" which we value.

A. Designation and Purpose

The mission of The Hekman Library is to support the curricular needs and scholarship of the Calvin College and Calvin Theological Seminary communities. The library staff maintains a relevant and expansive collection of easily accessible resources and offers knowledgeable research assistance and instruction in a hospitable environment. The Hekman Library includes the collections of physical resources, special collections, and all other holdings, including equipment and furnishings, housed in the Hekman Library building. The Hekman Library also includes the electronic resources and services managed by the library staff and funded by the college and seminary.

B. Authority

The Hekman Library is a joint enterprise of the college and of the seminary. It exists on behalf of both schools, to whose existence it is essential and integral.

Final authority over The Hekman Library lies jointly and equally with the Board of Trustees of Calvin College and the Board of Trustees of Calvin Theological Seminary exercised through their respective administrations as specified in this document.

C. Adjudication

In the event that a library matter cannot be resolved by the processes outlined in this document, the following recourse will be followed:

• A joint ad hoc committee shall be appointed by the president of the college and the president of the seminary. The committee will consist of three members appointed by each president. The chair of the library committee and the Library Dean will serve as ex officio members.

• If the matter cannot be resolved by the ad hoc committee, it will be presented to the Board of Trustees of the college and the Board of Trustees of the seminary. A joint committee consisting of three college trustees appointed by the chairperson of the college board and three seminary trustees appointed by the chairperson of the seminary board will attempt to
resolve the issue.
• If the board committee cannot reach agreement, the matter shall be resolved by the Board of Trustees of the Christian Reformed Church or its designated representative.

D. The Library Committee

Because the library exists primarily to enhance the instructional programs of the two schools and to support the scholarly research of students and faculty, the faculties of both schools shall have a significant part in determining library policy through their representation on the library committee. The mandate for the Library Committee is included as Appendix A. The library committee mandate may be modified if jointly approved by the appropriate governing committees of the college and seminary.

E. Library Staff

All library staff are employees of Calvin College and are subject to the college’s faculty or staff handbooks. All issues related to hiring, continued employment, reappointment, professional advancement, grievances, and other similar human resources matters will be decided within the Hekman Library Committee, the college’s governance system, or the college’s Human Resources department.

The theological librarians are also subject to the seminary’s policies. If conflicts in the policies of the two institutions affect continuing employment, the chief academic officers of the two institutions will adjudicate the matter.

Librarians
All staff with the title of “Librarian” or “Dean” will have ALA-approved credentials and possess the college’s status of “administrator with faculty status”. Librarians are subject to the college’s faculty membership requirements, policies for administrators with faculty status in the college’s faculty handbook, and the college’s staff handbook. Additional criteria for the Dean of the Library and theological librarians are enumerated in the sections below.

Dean of the Library
The Dean of the Library minimally will have a master’s degree in an appropriate academic discipline, a proven record of effectiveness in library administration, and may hold faculty appointment without rank in the seminary according to the seminary’s faculty handbook. However, this appointment is not necessary for continued employment. The dean has administrative responsibility for the operation of the library and any other department assigned by the college. The dean, in turn, is administratively responsible to both the president of the college and the president of the seminary, or to their designated administrative officers. The dean’s job description may be modified if approved by the library committee and the appropriate college and seminary committees or offices.

Theological Librarian/Assistant Dean for Seminary-Related Matters (Hereafter “Theological Librarian/AD”)
The Theological Librarian/AD will have a master’s degree in an appropriate academic discipline, an ALA-approved master’s degree, and will ordinarily hold faculty appointment without rank in the seminary according to the seminary’s faculty handbook. The Theological Librarian/AD shall act on behalf of the seminary’s interests, serve as liaison with the seminary faculty, participate in the seminary’s educational mission, and actively manage the Theological Collection and associated services. The Theological Librarian/AD shall also perform reasonable non-seminary functions assigned by the dean and which are compatible with the role of assistant dean and with his/her professional expertise. The Theological Librarian/AD may serve as acting dean in the dean’s absence. The job description may be modified if approved by the library committee and the appropriate college and seminary committees or offices.

F. Hiring Process for Librarians

Librarians (other than Dean and Theological Librarians)
A search, consistent with the college’s hiring policies, shall be conducted each time there is a vacancy among the librarians. The library committee shall approve the membership of the search committee that is recommended by the dean. Normally, the dean of the library will serve as chair of the search committee. A recommendation and supporting documentation will be presented to the library committee for action. The committee’s recommendation, along with supporting documentation, shall be forwarded to the college's Professional Status Committee as outlined in the Faculty Handbook.

Theological Librarians
A search, consistent with the hiring policies of both the college and the seminary, shall be conducted when a theological librarian position becomes vacant. The seminary will appoint a co-chair to serve with the dean of the library and the seminary will have fair representation on the search committee. The library committee shall approve the membership of the search committee that is recommended by the dean and seminary co-chair. A recommendation and supporting documentation will be presented to the library committee for action. The library committee shall present appointment recommendations to the seminary president, or designee, for seminary faculty review and presidential endorsement. Following the endorsement of the seminary president, or designee, the committee’s recommendation, along with supporting documentation, shall be forwarded to the college's Professional Status Committee as outlined in the Faculty Handbook.

Dean of the Library
A search, taking into account the college’s hiring policies, shall be conducted when the dean position becomes vacant. The chief academic officers of the seminary and college, or their designees, will co-chair the search committee and ensure fair representation from both institutions. A recommendation and supporting documentation will be presented to the library committee for action. The library committee shall present appointment recommendations to the seminary president, or designee, for seminary faculty review and presidential endorsement. Following the endorsement of the seminary president, or designee, the recommendation, along with supporting documentation, shall be forwarded to the college's Professional Status Committee as outlined in the Faculty Handbook.
G. Reappointment Process

**Librarians (other than Dean and Theological Librarians)**
The reappointment process for librarians described in the college’s faculty handbook for administrators with faculty status will be operative. The candidate’s portfolio and the dean’s recommendation will be presented to the library committee for action. The committee’s recommendation, along with supporting documentation, shall be forwarded to the college's Professional Status Committee as outlined in the Faculty Handbook.

**Theological Librarians**
The reappointment process for a theological librarian follows both the college’s faculty handbook for administrators with faculty status and the seminary’s faculty handbook. The candidate’s portfolio and the dean’s recommendation will be presented to the library committee for action. The library committee shall present reappointment recommendations to the seminary president, or designee, for seminary faculty review and presidential endorsement. Following the endorsement of the seminary president, or designee, the committee’s recommendation, along with supporting documentation, shall be forwarded to the college's Professional Status Committee as outlined in the Faculty Handbook.

**Dean of the Library**
The reappointment process for the dean is similar to the process for Librarians with the following exceptions. The process shall be initiated by the college provost and evaluations gathered from members of both institutions. The provost’s recommendation will be presented to the library committee for action. Also, the library committee shall present reappointment recommendations to the seminary president, or designee, for seminary faculty review and presidential endorsement. Following the endorsement of the seminary president, or designee, the committee’s recommendation, along with supporting documentation, shall be forwarded to the college's Professional Status Committee as outlined in the Faculty Handbook.

H. Relationship with H. Henry Meeter Center for Calvin Studies and The Heritage Hall Archives

Due to the similarity in mission and physical proximity, a cooperative relationship is essential among the Hekman Library, H. Henry Meeter Center for Calvin Studies, and Heritage Hall Archives staff. The Hekman Library staff will provide reasonable acquisitions and cataloging services for both the Center and the Archives.

I. Equal Access

Seminary and college users will have equal access to the library’s collections and services. However, technology policy and hardware and software restrictions imposed by either institution may hinder equal access. All reasonable efforts to ensure equality will be undertaken by both institutions.

J. Allocation of Library Costs
The costs of operating The Hekman Library shall be shared proportionately by Calvin College and by Calvin Theological Seminary according to formulas approved by the college Board of Trustees and by the seminary Board of Trustees, and communicated through the two presidents.

K. Amendments

Amendments to this document will be approved by a two-thirds vote of the library committee. The Hekman Library Committee will decide by a simple majority if the amendment is a major or minor change and include this decision in the correspondence to the chief academic officers. The amendments will be sent to the chief academic officers of the college and seminary who will jointly determine the appropriate process for final approval.

Revision History

A joint committee of the Calvin College Board of Trustees and the Calvin Seminary Board of Trustees approved the original governing policy, entitled Governing Policy of the Calvin Library, in May 1992. President J.A. De Jong represented Calvin Theological Seminary and Provost G.L. Van Harn represented Calvin College.

The governance document, entitled Governing Policy of the Hekman Library at Calvin College and Calvin Theological Seminary, was revised in 2000-2001 and approved by the Calvin Theological Seminary Board of Trustees and the Calvin College Board of Trustees in February 2002.

The current governance document, entitled Governing Policy of the Hekman Library at Calvin College and Calvin Theological Seminary, was approved by the Hekman Library Committee May 1, 2015, and approved by the president of the seminary June 24, 2015, and the president of the college July 28, 2015. It was sent for information to the college’s Faculty Senate in November 2016 and the seminary’s Board of Trustees in October 2015.
APPENDIX A
HEKMAN LIBRARY COMMITTEE

The Hekman Library Committee shall function as the principal agent of the seminary and college faculties in recommending policy governing the affairs of the library. The committee is assigned the following specific responsibilities:

a. exercise jurisdiction over significant library issues and policies that bear on the educational efforts of the college and the seminary;
b. review the annual operating budget and recommend its adoption to the appropriate offices of the college and seminary;
c. recommend to the appropriate officers or committees of the college and seminary appointments and reappointments of administrators with faculty status and modifications to job descriptions of the dean and theological librarian/assistant dean;
d. recommend to the appropriate offices of the college and seminary, based on recommendations of the dean, reductions or increases in the size of the professional library staff;
e. monitor governance document compliance;
f. advise the dean on administrative matters which either the dean or the committee shall raise.

The library dean shall provide administrative assistance to the library committee and shall bring proposals from the library staff to the committee.

Reporting Relationship
The Hekman Library Committee reports to the college’s Educational Policy Committee and the seminary’s Committee on Curriculum and Pedagogy.

Membership
The library committee shall be composed of twelve members.

There shall be six college representatives:
- The chief academic officer, or a designee
- A librarian
- Three faculty members appointed by the Committee on Governance
- One college student selected by the college's student senate.

There shall be five seminary representatives:
- The seminary president or designated administrative representative
- The theological librarian/assistant dean for seminary-related matters
- Two faculty members appointed by the seminary president
- One seminary student selected by the seminary's student senate

The dean of the library shall serve as the twelfth member of the committee.

Student representatives will serve for one year. Faculty from the college and seminary and the librarian will serve for four years. All others will serve ex officio with the right to vote.

The chairperson of the library committee shall be named by the Committee on Governance and by the seminary president in alternating years. The chairperson shall serve for one year, from September 1 through August 31. The secretary shall be elected by the committee.
Meetings
Meetings of the library committee shall be scheduled at least four times a year on a bi-monthly basis while the college and seminary are in session. Meetings shall be at the call of the chairperson.