

Approved by the Hekman Library Committee, March 30, 2001  
Approved by Calvin Theological Seminary Administrative Committee, June 29, 2001  
Approved by the Calvin Theological Seminary Faculty, October 12, 2001  
Approved by the Calvin Theological Seminary Board of Trustees, February 1, 2002  
Approved by the Calvin College Committee on Governance, November 14, 2001  
Approved by the Calvin College Faculty Senate, December 3, 2001  
Approved by the Calvin College Board of Trustees, February 16, 2002

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

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.

### **A. Designation and Purpose**

By "The Hekman Library" is meant that organization whose collections of books, periodicals, film and fiche resources, special collections, and all other holdings, including equipment and furnishings, support the educational programs, including faculty and student research, of Calvin College and of Calvin Theological 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. 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.

In the event that a library matter cannot be resolved in the library committee, 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 Director will serve as ex officio members.

- If the matter cannot be resolved, 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.

#### C. The Library Committee

The mandate for the Library Committee is included as Appendix A. The mandate may be modified if jointly approved by the appropriate governing committees of the college and seminary. Irreconcilable differences will be adjudicated as described in the "Authority" section.

#### D. Library Staff

##### **Librarians**

Librarians with ALA-approved credentials shall staff key positions within the library. All librarians are employees of Calvin College and are subject to the relevant policies outlined in the college's faculty handbook. The director, in consultation with the professional staff and the director's supervisor, shall define the responsibilities of these positions.

##### **1. Faculty Status**

All librarians shall hold faculty appointment without rank in the college. In addition, the Library Director, the Theological Librarian/Assistant Director for Seminary-Related Matters, and the Theological Librarian/Curator for H. Henry Meeter Center shall hold faculty appointment without rank in the seminary. The definition of faculty status for librarians, and the appointment and reappointment to faculty status, shall be conferred according to the processes operative in each school.

If the Library Director is appointed directly from the college faculty, he/she shall normally vacate his/her regular faculty rank and position while director. (College Faculty Handbook, II.D.2.d) If the Theological Librarian/Assistant Director for Seminary-Related Matters holds a teaching appointment on the seminary faculty at the time of appointment to the professional library staff, the faculty appointment and rank shall be continued concurrently with the library appointment.

##### **2. Qualifications**

The Library Director and Theological Librarian/Assistant Director for Seminary-Related Matters are required to have an MLS or ALA-approved equivalent, a master's degree in an appropriate academic discipline, and a proven record of effectiveness in library administration.

All other librarians are required to have an MLS or ALA-approved equivalent. In addition, a master's degree in an appropriate academic discipline is recommended. Detailed qualifications, as outlined in individual job descriptions, may be modified at the discretion of the library director.

### **3. Hiring Process**

A North American search shall be conducted each time there is a vacancy among the librarians. The library committee, with approval from the presidents or their designees, shall normally instruct the director (or, the Vice President for Information Services, if the vacancy is for library director) to initiate the search process and shall appoint the members of the search committee. A recommendation and supporting documentation will be presented to the library committee for action. The library committee shall present appointment recommendations to the presidents or their designees for endorsement. Following the endorsement of both presidents, or their designees, the recommendation, along with supporting documentation, shall be forwarded to the college's Professional Status Committee as outlined in the Faculty Handbook.

### **4. Reappointment Process**

The reappointment process for librarians other than the director shall be initiated by the library director. The process shall include written peer, faculty, and student responses solicited by the director, who shall formulate a summary and recommendation to be presented to the library committee for action. The library committee shall present reappointment recommendations to the presidents or their designees for endorsement. Following the endorsement of both presidents, or their designees, the recommendation, along with supporting documentation, shall be transmitted to the college's Professional Status Committee as outlined in the Faculty Handbook.

The reappointment process for the library director is similar to the process for librarians with the following exception. The process shall be initiated by the division's vice president and performance evaluations shall include written peer, faculty, and student responses from members of the college and the seminary. The vice president shall formulate a summary and recommendation to be presented to the library committee for action.

### **5. Duration of Appointment and Reappointment**

The term of the initial appointment for all librarians shall be two years; the first reappointment, two years; the second reappointment, four years; and the third reappointment, continuing or indefinite tenure. Under continuing or indefinite tenure, librarians shall receive performance evaluations every four years.

## **6. Library Director**

The library director has administrative responsibility for the operation of the library. The director, 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 job description of the Library Director is included as Appendix B. The job description may be modified if approved by the appropriate governing committees within both the college and seminary.

## **7. Theological Librarian/Assistant Director for Seminary-Related Matters**

The Theological Librarian/Assistant Director for Seminary-Related Matters shall act on behalf of the seminary and shall act as a coordinator for seminary interests and as a liaison with the seminary faculty. The assistant director shall also perform staff functions assigned by the director and which are compatible with the role of assistant director and with his/her professional expertise. The assistant director may serve, at the director's request, as acting director in the director's absence.

The job description of the Theological Librarian/Assistant Director for Seminary-Related Matters is included as Appendix C. The job description may be modified if approved by the appropriate governing committees within both the college and seminary.

## **Support Staff**

The librarians shall be supported and assisted in maintaining The Hekman Library by a qualified support staff, including student assistants. The director, working with other librarians and the Human Resources department, is responsible for hiring and supervising the support staff.

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

The similarity in mission and physical proximity necessitate a cooperative relationship between the Hekman Library and the H. Henry Meeter Center for Calvin Studies and the Heritage Hall Archives. Also, the Hekman Library staff provides acquisitions and cataloging services for both the Center and the Archives.

F. 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.

G. Amendments

Amendments to this document may be by a two-thirds vote of the library committee and with the approval of both presidents. Irreconcilable differences will be adjudicated as described in the "Authority" section.

## **Appendix A**

### 1. Mandate

The 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 president of the college and to the president of the seminary, within the guidelines given by the presidents;
- c. recommend to the president of the college and to the president of the seminary appointments and reappointments of the professional staff of the library;
- d. recommend to the president of the college and to the president of the seminary reductions or increases in the size of the professional library staff;
- e. recommend to the president of the college and to the president of the seminary facilities expansion or modification;
- f. advise the director on administrative matters which either the director or the committee shall raise;

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

### 2. Reporting Relationship:

The Hekman Library Committee reports to the Faculty Senate, the President of the college, and the President of the Seminary.

### 3. Membership

The library committee shall be composed of twelve members. There shall be six college representatives: the college president or his designated administrative representative, a librarian, three faculty members appointed by the Committee on Governance, and one college student selected by the college's student senate. There shall be five seminary representatives: the seminary president or his designated administrative representative, the assistant director for seminary-related matters, two faculty members appointed by the seminary president, and one seminary student selected by the seminary's student senate. The director 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 three years. All others will serve indefinitely.

The chairperson of the library committee shall be named by the college president

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.

4. 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.

## **Appendix B**

**Job Title:** Director of the Library

**Department:** Library

**Reports To:** Vice President for Information Services

**Group/Grade:** Deans/Directors III, Grade 9

**Status:** Full-time, exempt

**Job Code:** 7-04480-20-DD3-09

### **SUMMARY**

This position is accountable for providing leadership and vision for the library staff to carry out the mission of the library; creating new services or enhancing existing services; providing professional growth opportunities for all staff members; maximizing services; managing the library budget; providing day-to-day administration of library services; serving as a participating member of the reference and liaison team and the web page team; and serving as the key contact in communicating with individuals outside the library.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Provide a vision for the Library by evaluating, reading, attending conferences, and listening to users to maintain a state-of-the-art library and increase services.
2. Provide leadership in the operation of the Library by meeting individually and collectively with staff, encouraging independence, challenging staff, and providing direction and training to develop a staff willing to take initiative and risks.
3. Manage the operation of the Library by reviewing the budget, following up on projects and tasks, and observing staff activities to ensure an effective and efficient operation.
4. Manage the human resources of the Library by monitoring staff morale, dealing with conflicts and responding to requests generated by the staff to establish and maintain a positive work environment.
5. Provide support in creating and maintaining the Hekman Digital Library by creating projects that enhance the HDL, searching the web, and working with the web page team to develop a high quality digital library.
6. Perform duties to represent the Hekman Library by working at the Information Desk to provide reference services and participating on library and faculty committees to contribute to an effective and efficient library operation.
7. Establish and maintain effective communications with the college and seminary community by meeting with non-library staff to communicate the needs and mission of the library and explain how the library fits into the mission of the college and seminary.

## **SUPERVISORY RESPONSIBILITIES**

Supervision of Library employees. Develops budgets and policies for these employees.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Master's degree (M. A.) in Library Science or equivalent; a second master's degree is mandatory for this position; five to ten years academic libraries or related experience and/or training; or equivalent combination of education and experience. Knowledge of computer technology is critical.

## **COMMUNICATION SKILLS**

This position requires ongoing communication with staff, students, fellow administrators, and those outside the Calvin community; communicate a vision; provide leadership for projects and services; and address personnel issues. Communication with the Calvin community requires a high degree of listening, reading, speaking and writing skills.

## **DECISION MAKING/JUDGMENT**

The position establishes goals, plans and policies for the Hekman Library and exercises broad latitude for decision-making with review by the director's immediate supervisor.

## **FACULTY STATUS RESPONSIBILITIES**

This position has faculty status; therefore, the responsibilities and expectations of faculty members apply to this position as well. The position requires:

1. Education and engagement in appropriate professional activity commensurate with the requirements and demands of the position;
2. Subscription to the forms of unity of the Reformed Churches;
3. Membership in good standing and active participant in the life, worship, and activities of a Christian Reformed church or any church in ecclesiastical fellowship with the Christian Reformed Church, as defined by Synod;
4. Promotion of Christian education at all levels, including providing any children of school age with Christian schooling; and
5. Support for the mission of Calvin College.

### **OTHER SKILLS AND ABILITIES**

1. Excellent communication and management skills.
2. Extensive knowledge of computer technology as it relates to libraries.

**PHYSICAL DEMANDS/WORK ENVIRONMENT** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Proofreading and checking documents for accuracy.
2. Use of a keyboard for entering and retrieving data.
3. Close examination of materials is essential for this position.

## **Appendix C**

**Job Title:** Theological Librarian/Assistant Director for Seminary-Related Matters

**Department:** Library

**Reports To:** Director of the Library and Seminary President, or his designee

**Group/Grade:** Administrative Staff III, Grade 6

**Status:** Full-time, Exempt

**Job Code:** 7-04480-20-AD3-06

### **SUMMARY**

The Theological Librarian/ Assistant Director for Seminary-Related Matters is responsible for the collections and services of the Theological Division, serving both the college and seminary. The Theological Librarian functions as the assistant library director for seminary-related matters and performs administrative functions which are assigned by the director and which are compatible with the professional expertise and role of assistant director. The assistant director may serve, at the director's request, as acting director in the director's absence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Provide reference and research support for students, faculty and the community related to religion and theology by providing guidance and assistance in using appropriate search strategies to enable patrons to make optimum use of the library.
2. Provide instructional support by teaching college and seminary classes in research methods to help students in specific classes conduct research in a defined area.
3. Provide support to library users by staffing the reference desk to contribute to efficient and effective use of library material.
4. Perform administrative duties by attending meetings, serving on committees, and writing reports to keep the theological division and the library operating effectively.
5. Participate in professional associations by attending meetings, serving on committees, and playing a visible role in the library community to ensure professional growth.
6. Perform duties to select books and journals by reading catalogs, reading reviews, consulting with faculty members, consulting with the acquisitions librarian, and evaluating the gift collection to establish and maintain an outstanding collection in theology.
7. Serve as a member of the Seminary faculty by attending faculty meetings and committee meetings.
8. Provide liaison services to the seminary faculty by visiting faculty, attending faculty meetings, and keeping faculty informed of new services to ensure a high level of service to the academic

community.

9. Participate in professional associations by attending meetings, serving on committees, and playing a visible role in the library community to ensure professional growth.

### **SUPERVISORY RESPONSIBILITIES**

Supervise the activities of one theological librarian. Responsible for appraising one theological librarian, determining pay increases, and hiring/firing of two or three student assistants.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

This position requires a Masters in Library Science (MLS) and Master's degree (M.A.) in theology/religion; three to five years experience in a seminary library, theological library, or academic library setting; or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

This position requires the ability to create library guides and to provide information regarding the library and related resources to users. Communication involves discerning the users' research needs and assisting the user in suggesting an appropriate research strategy or locating an item of information. Classroom instruction in research skills involves additional communication expertise. Extensive contact with faculty also requires effective communication skills.

### **DECISION MAKING/JUDGMENT**

The responsibilities of this position typically involve projects and/or assignments with considerable decision-making authority regarding procedures, plans and schedules.

### **OTHER SKILLS AND ABILITIES**

1. Commitment to the Reformed (Calvinist) faith as expressed in the historic Reformed confessions and creeds.
2. Excellent communication and teaching skills
3. Reading knowledge of several foreign languages.
4. Convincing aptitude for library administration.

### **FACULTY STATUS RESPONSIBILITIES**

This position has faculty status; therefore, the responsibilities and expectations of faculty members apply to this position as well. The position requires:

1. Education and engagement in appropriate professional activity commensurate with the requirements and demands of the position;

2. Subscription to the forms of unity of the Reformed Churches;
3. Membership in good standing and active participant in the life, worship, and activities of a Christian Reformed church or any church in ecclesiastical fellowship with the Christian Reformed Church, as defined by Synod;
4. Promotion of Christian education at all levels, including providing any children of school age with Christian schooling; and
5. Support for the mission of Calvin College.

**PHYSICAL DEMANDS/WORK ENVIRONMENT** The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Proofreading and checking documents for accuracy.
2. Use of a keyboard for entering and retrieving data.
3. Close examination of materials is essential for this position