



Malta Library and Information Association
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Member of the International Federation of Library Associations (IFLA), the European Bureau of Library, Information and Documentation Associations (EBLIDA) and of the Commonwealth Library Association (COMLA)

Bye-laws Relating to Admission to

The MaLIA Register of Library and Information Professionals

Introduction

The establishment and maintenance of the **MaLIA Register of Library and Information Professionals** is stipulated in the MaLIA Statute which specifically states that, amongst its objectives, MaLIA should “maintain a register of qualified librarians”. This register will continue where the *Register of Qualified Librarians* has left off. Unfortunately, this register was not kept properly updated in recent years and therefore the need was felt to re-design and re-launch it. The various MaLIA Councils during these past two years have worked to re-establish a register of what we now refer to as library and information professionals. The MaLIA Council believes that the new name reflects better the changing nature of our profession. In order to ensure continuity, MaLIA will be transferring professionals registered in the previous register to the new register automatically as long as these professionals are still MaLIA members.

The re-launch of this register becomes even more important when one considers MaLIA’s continuous work to promote qualified library and information workers as professionals. This issue is often a point of concern for most library and information workers who feel that their work is not valued and that they are not treated as professionals by their employers.

Following various discussions and reviews of best practices abroad, MaLIA has also decided to offer an alternative route to the register to persons who have been providing professional service in library for a number of years and do not possess a qualification. The process that has to be followed ensures that the prospective applicants demonstrate that they possess the appropriate skills and competencies to be included in the register.

The register should primarily serve as an official and updated reference document listing library and information professionals in Malta. The new register should therefore be a useful tool for employers wishing to recruit library and information professionals. This will hopefully raise the status of our profession and ensure better conditions of work and remuneration.

All Library and Information Professionals included in the register will be entitled to use the post-nominal **RLIP** that stands for Registered Library and Information Professional.

MaLIA would like to thank the following persons for their valid contribution during the preparation of these bye-laws: Mr Max Farrugia, Mr Joseph R. Grima, Mr Robert Mizzi, Ms Anita Ragonesi, Dr Lillian Sciberras, and Mr Laurence Zerafa.

Route A: University Qualified Librarians

1. Candidates for admission to the MaLIA Register of Library and Information Professionals who have successfully completed the necessary academic requirements and have been awarded a university or college diploma¹ or degree² in library, information and/or archival studies, need to present to the Registrar of the MaLIA the required information (Para. 4) for registration.

Applications must be sent to:

The Registrar
Malta Library and Information Association (MaLIA)
c/o The University of Malta Library,
Msida, MSD 2080
Malta

2. On payment of a registration fee³ of €46.59, a certificate attesting to the candidate's admission to the Register of Library and Information Professionals will be issued by the Registrar of the MaLIA on behalf of the MaLIA Council and the person's name and details will be inscribed in the Official Register kept by the Registrar. In cases where, for whatever reason, (e.g. non-payment of the MaLIA annual membership), a person is struck off the Register, the fee for re-registration is Lm10.00.
3. This Registration no longer remains valid if:
 - a. information required for registration purposes is at any time proven to have been false;
 - b. the annual MaLIA membership fee is not paid;
 - c. a member is struck off the general MaLIA membership list for whatever reason (e.g. cases of non-compliance with the rules in the Code of Ethics of MaLIA).
4. The required information consists of:
 - a. Full name, date of birth and ID card number;
 - b. Citizenship and Passport number in the case of non-Maltese applicants;
 - c. Candidate's qualification/s in LIS and/or Archive Studies;
To include authenticated copies of submitted certificates and transcript of results when requested.
 - d. The qualifying institution;
 - e. Date of qualification/s;
 - f. Date of joining the MaLIA;
Applicants should have been MaLIA members for at least one year before date of application for inclusion in Register.
 - g. Current place of employment and position held;
 - h. Date of commencement of professional practice;
Applicants should have been practising their profession for at least two years as full-time employees or three years as part-time employees (minimum 20 hours a week) before date of application for inclusion in Register.
 - i. Other qualifications the candidate may have.
To include authenticated copies of submitted certificates and transcript of results when requested.

¹ In the case of the University of Malta, at present, this is the Diploma in Library and Information Studies. Diplomas awarded by a foreign university must be at least equivalent to this local DLIS. Establishing proof of equivalency is the responsibility of the applicant.

² The MaLIA Council reserves the right to request detailed course content for degrees awarded by local and foreign universities.

³ MaLIA reserves the right to revise the registration fee following approval of members during an Annual/Extraordinary General Meeting.

Route B: Non-University Qualified Librarians

5. Candidates for admission to the Register of Library and Information Professionals of the MaLIA who have successfully completed a period of training and studies in library, information and/or archival studies considered in the opinion of the MaLIA Council to be of a sufficiently high level⁴ but below a university or college awarded diploma or degree, upon application to the Registrar of the MaLIA, will be asked to submit a professional development report and a detailed curriculum vitae emphasising professional areas.
6. The professional development report consists of a study⁵ the purpose of which being to make a case for the candidate's suitability for admission to the Register of Library and Information Professionals. Hence, the report has to demonstrate that a satisfactorily high level of professional competence and awareness has been reached.
7. The topics for the professional development report are to be chosen with this end in view. The essential elements of the professional management of libraries/archives/information-intensive organizations (including decision making, procedure and practice over a wide range of duties) should be brought out. The work of the candidates in their own employing organisation may be critically evaluated. In such cases the keeping of a log-book or work diary is strongly advised.
8. The professional development report may be submitted in Maltese or English and should normally be:
 - a. 4000-5000 words in length exclusive of any supporting appendices;
 - b. divided into chapters or sections;
 - c. provided with a title page and table of contents;
 - d. provided with a 200-word abstract;
 - e. supported where appropriate by clearly marked appendices;
 - f. submitted in triplicate on A4 paper, typed on one side only and paginated and soft-bound;
 - g. provided with a suitable cover bearing the candidate's name, ID Number and date of membership in the MaLIA and current work post.
9. The MaLIA Council binds itself to keep the contents of such a Professional Development Report confidential and applicants authorise the MaLIA Council to keep such Reports as part of its administrative records.
10. Candidates for admission to the Register who fall under paragraph 4 need to have been members of the MaLIA for at least one year (at the time of application) and to have been employed in library/information/archival work full-time for five years or part-time (minimum 20 hours a week) for seven years after completion of their studies. Approval of work schedule by Council is required. For purposes of admission to the Register, "employment" is understood as not necessarily involving remuneration.
11. Council will appoint a Supervisor who is already on the Register and who is willing to guide the candidate during the period in which the Professional Development Report is being drawn up. Such a report should ideally be submitted with a year of application being accepted for consideration but not longer than after two years.

⁴ A pass in ECDL and an A Level standard of education are also required. Distance learning short courses will also be considered.

⁵The topic of the study should be approved by the assigned Supervisor before it is started.

12. The assessment of the Professional Development Reports will be done by a Board⁶ appointed by the MaLIA Council. The applicant will be required to attend an interview so that the Board is in a position to enquire/clarify on particular aspects of the report submitted. If the Board is satisfied of the applicant's suitability for admission to the Register of Library and Information Professionals he/she will be notified in writing and invited to apply as under paragraph 2 and 3 above.

General Notes

13. Unsuccessful candidates may re-apply for admission to the Register after a lapse of one year following the acceptance on the part of the candidate of the Board's recommendations. A third attempt may only be made after five years have passed since the last attempt. No further attempts will be considered.
14. The Registrar shall, by not later than 31 January each year, transmit to the relevant Ministry a certified copy of the register, as at 31 December of the preceding year.

This version of the bye-laws has been last updated in July 2010.

⁶ The Board will consist of the Registrar, the MaLIA Chairperson or Deputy Chairperson and another member appointed by the MaLIA Council. The supervisor of the report may be asked to attend for the assessment session or part of it. The candidate may be asked to be present for all or part of the assessment session, and may be asked to qualify, enlarge on, clarify, or defend aspects of his or her report to the satisfaction of the Board.