

## **ARTICLE 4. LIBRARIAN CERTIFICATION**

### **Rule 1. General Provisions**

#### **590 IAC 4-1-1 Library certification law**

Authority: IC 36-12-11-5

Affected: IC 36-12-11-6

Sec. 1. IC 20-14-12-4 [*IC 20-14 was repealed by P.L.1-2005, SECTION 240, effective July 1, 2005. See IC 36-12-11-6.*] refers to all professional positions as distinguished from clerical positions that do not require certification. See the definition of professional position at 590 IAC 4-2-10. (*Indiana Library and Historical Board; 590 IAC 4-1-1; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

#### **590 IAC 4-1-2 Authority of certification board**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 2. The board, in accordance with IC 20-14-12 [*IC 20-14 was repealed by P.L.1-2005, SECTION 240, effective July 1, 2005. See IC 36-12-11.*], makes the final determination as to what grades of certificate are required for directors or head librarians of public libraries. (*Indiana Library and Historical Board; 590 IAC 4-1-2; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

#### **590 IAC 4-1-3 Validity of old certificates**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 3. A librarian in position and holding a permanent certificate under 595 IAC 1, which was repealed in 2001, will not be required to obtain a new certificate issued under this article. Their present certificate will remain fully valid for their present position and for any other position that the certificate originally covered. They may obtain a new certificate, at their own option, provided they fully meet the required qualifications for the grade of certificate sought, and provided such new certificate is applied for and processed in the same manner as other certificates issued under this article. (*Indiana Library and Historical Board; 590 IAC 4-1-3; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

#### **590 IAC 4-1-4 Life certificate**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 4. Any certificate issued on the basis of prescribed qualifications is designated as a life certificate. (*Indiana Library and Historical Board; 590 IAC 4-1-4; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

#### **590 IAC 4-1-5 Exempt librarians and voluntary certification**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 5. A certificate issued by the board is not required, under the law, for appointment to positions in school libraries and libraries of educational institutions. A librarian in such a library or in any private library may voluntarily make application for a certificate. If the applicant is found to be qualified for the grade of certificate requested, the applicant shall be given the certificate in the same manner and subject to the same conditions as pertain to certificates of librarians in public libraries. As used in this section, "private library" means any library not supported by public funds. (*Indiana Library and Historical Board; 590 IAC 4-1-5; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

#### **590 IAC 4-1-6 Military service**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 6. Any service in the Armed Forces shall be accepted in lieu of library experience provided an applicant held a professional library position prior to his or her military service and at that time held qualifications entitling him or her to an Indiana library certificate. (*Indiana Library and Historical Board; 590 IAC 4-1-6; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

**590 IAC 4-1-7 Reciprocity**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 7. Anyone presenting a certificate for public library service from any other state shall be required to obtain an Indiana certificate in order to qualify for public library service in Indiana. In granting this certificate, due recognition shall be given to a certificate that may be presented from the other state in terms of the special qualifications it represents as these qualifications apply under the certification requirements of Indiana. In all cases due consideration will be given to the educational standards and recommendations of the American Library Association. (*Indiana Library and Historical Board; 590 IAC 4-1-7; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

**Rule 2. Definitions**

**590 IAC 4-2-1 Applicability**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 1. The definitions in this rule apply throughout this article. (*Indiana Library and Historical Board; 590 IAC 4-2-1; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

**590 IAC 4-2-2 “Accredited college or university” defined**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 2. “Accredited college or university” means a college or university that qualifies for membership in the North Central Association of Colleges and Schools or other regional or national associations of similar rank. These associations and the institutions they have accredited are listed in the latest edition of the publication “Accredited Institutions of Higher Education” 1974 (and later), issued annually by the United States Office of Education. (*Indiana Library and Historical Board; 590 IAC 4-2-2; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152*)

**590 IAC 4-2-3 “Accredited library education” defined**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 3. “Accredited library education” means completion of at least one (1) year of professional study on the graduate level taken in an American Library Association accredited library school and validated by a diploma or certificate awarding a master’s of library science or equivalent. (*Indiana Library and Historical Board; 590 IAC 4-2-3; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152*)

**590 IAC 4-2-4 “Accredited library school” defined**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 4. “Accredited library school” means a professional school of librarianship that is approved by the Committee on Accreditation of the American Library Association, or a school that was approved at the time courses were taken that are submitted to fulfill the Indiana certification requirements. Accredited status is retroactive to cover the academic year preceding the one in which the accreditation visit to the library school was made. (*Indiana Library and Historical Board; 590 IAC 4-2-4; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152*)

**590 IAC 4-2-5 “Administrative experience” defined**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 5. “Administrative experience” means experience attained as a director or head librarian or by supervising the work of other persons, at least two (2) of whom have professional status, or a valid equivalent of such experience that is accepted by the board. (*Indiana Library and Historical Board; 590 IAC 4-2-5; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152*)

**590 IAC 4-2-6 “Approved library science education” defined**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 6. “Approved library science education” means elementary instruction in library science taken, after completion of two (2) years of academic education, in an institution approved to give such library science instruction. This approval may be either accreditation of the institution by the American Library Association to give graduate library education, or approval by the Indiana state commission on higher education to give graduate or undergraduate courses in library science. Such approved Indiana courses in library science taken in fulfillment of the Indiana teachers’ licensing requirements for school library service shall be accepted for purposes of public library certification, except as established in section 9(2)(A) of this rule with respect to the requirement of a course in public library administration for a director or head librarian of a public library. Similar approved courses in library science taken outside of Indiana may be accepted at the discretion of the board. (*Indiana Library and Historical Board; 590 IAC 4-2-6; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152*)

**590 IAC 4-2-7 “Board” defined**

Authority: IC 36-12-11-5

Affected: IC 4-23-7-2; IC 36-12-11

Sec. 7. “Board” means the Indiana library and historical board as established under IC 4-23-7-2. (*Indiana Library and Historical Board; 590 IAC 4-2-7; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152*)

**590 IAC 4-2-8 “College credits” defined**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 8. “College credits” means the computation of the number of years of academic college work. Thirty (30) semester hours or forty-five (45) quarter hours is considered a year of work, provided, however, that the award of a baccalaureate degree is required as evidence of completion of four (4) years of college work. (*Indiana Library and Historical Board; 590 IAC 4-2-8; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152*)

**590 IAC 4-2-9 “Creditable library education” defined**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 9. “Creditable library education” refers to the kind and the amount of library education, which, together with academic education and creditable experience, is recognized by the board in determining the grade of certificate to be granted. The board recognizes the following types of library education:

- (1) Accredited library education, as defined in section 3 of this rule, which requires at least one (1) year of professional study beyond the baccalaureate degree. This professional education relates to the higher grades of Indiana library certificates.
- (2) Approved library science education, as defined in section 6 of this rule, which requires designated amounts of study in library science and relates to the lower grades of Indiana library certificates. Two (2) levels of such study are recognized and are designated as intermediate library education and minimum library education as follows:

- (A) As used in this section, “intermediate library education” means at least fifteen (15) semester hours or twenty (20)

quarter hours of approved library science education and shall consist of courses embracing five (5) areas of study, namely:

- (i) selection and evaluation of media;
- (ii) cataloging and organization of materials;
- (iii) public library administration;
- (iv) reference and information sources; and
- (v) children's materials;

at least three (3) semester hours or four (4) quarter hours each. Persons who are not candidates for administrative positions may substitute some other course approved by the board for the course in public library administration. Certificates will show such substitution. Subsequent eligibility to a position of director or head librarian shall require removal of the deficiency by taking the specified course. Intermediate library education is recognized as basic general preparation for librarianship that meets specified certification requirements above the level of minimum library education.

(B) As used in this section, "minimum library education" means at least nine (9) semester hours or twelve (12) quarter hours of approved library science education, taken after completion of two (2) years of academic education in an accredited college or university. This education is designated to meet the minimum essential needs of small public libraries for purposes of certifying positions of director or head librarian. As such, minimum library education shall consist of courses embracing three (3) areas of study, namely:

- (i) selection and evaluation of media;
- (ii) reference and information sources; and
- (iii) public library administration;

at least three (3) semester hours or four (4) quarter hours each. The same provisions relating to substitution for the course in public library administration shall apply to minimum library education as apply to intermediate library education.

*(Indiana Library and Historical Board; 590 IAC 4-2-9; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152)*

**590 IAC 4-2-10 "Professional position" defined**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 10. "Professional position" means a position in which a person devotes more than half of his or her time to work that calls for:

- (1) a knowledge of books and other library materials and of technical library processes; and
- (2) the ability to deal with people in a professional capacity as distinguished from clerical.

*(Indiana Library and Historical Board; 590 IAC 4-2-10; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1153)*

**590 IAC 4-2-11 "Specialist education" defined**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 11. "Specialist education" means study beyond the secondary level in subject areas that provide specialized expertise in libraries, including, but not limited to, business administration, history, fine arts, and audio-visual media. Positions that may be included in the specialist category are as follows:

- (1) Business manager.
- (2) Archivist.
- (3) Computer specialist.
- (4) Library media specialist.
- (5) Specialist in charge of art collection.

*(Indiana Library and Historical Board; 590 IAC 4-2-11; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1153)*

**590 IAC 4-2-12 “Unlawful” defined**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 12. “Unlawful” means, among other things, the unlawful expenditure of public funds for the purpose of employing library personnel. Specifically, and as an example, a library board may be considered to expend public funds unlawfully when it pays a salary to a person occupying a professional position who does not hold a requisite certificate issued by the board. Such failure to observe the law would normally be disclosed at the time of official audit of library accounts. The members of the governing body collectively shall be responsible for the restitution to the funds of the library for which the governing body is responsible of such salaries, fees, reimbursements, or other payments from public funds as have been made to a person not holding the certificate of the required grade or a valid temporary permit. (*Indiana Library and Certification Board; 590 IAC 4-2-12; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1153*)

**Rule 3. Certification Application; Fees****590 IAC 4-3-1 Minimum requirements**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 1. (a) The director or head librarian, or an officer of the local library board (transmitting official) shall send to the board an application for a certificate for any member of the professional staff who:

- (1) is not already certified; or
- (2) does not hold the requisite grade of certification for the position occupied.

(b) The application must be on a form prescribed and supplied by the board and shall indicate in the designated place the position occupied by the applicant, attested to by the signature and title of the transmitting official. The application must also indicate in the designated place the grade of certificate requested or proposed for the applicant.

(c) A person who is not presently under employment in an Indiana library may make application for a certificate on the prescribed form in his or her own name without the signature of a transmitting official (except that if the applicant is a library school student, the dean of the library school is the transmitting official).

(d) The applicant shall submit to the board official verification of the academic and library education claimed before a certificate is granted.

(e) Certificates will be issued to persons who give proof of qualifications prescribed by the board for a requisite grade of certificate. Application for such certificate shall be made on the prescribed form, accompanied by the prescribed fee as established in section 3 of this rule. Such certificates shall be valid in respect to the level of positions they are designed to cover.

(f) The qualifications in 590 IAC 4-4 for each grade of certificate are considered to be minimum requirements only. Certificates issued therefore represent minimum standards of competence for the various levels of positions. Libraries may require higher qualifications for appointments to their staff, but cannot lawfully appoint to positions persons who have lower qualifications than those called for by the grades of certificates pertaining to the levels of position as prescribed by the board.

(g) Candidates for librarian certificates who lack the amount of academic education specified for a particular grade of certificate are urged to make up the deficiency by attending college or by taking approved examinations designed to test academic equivalencies. The board is prepared to advise candidates on the availability of college courses and college equivalency examinations as recommended means of meeting the academic education requirements for library certificates.

(h) Any candidate for a librarian certificate who has taken an examination (which is no longer offered) and received a passing score will be issued a certificate that reflects credit for the examination. (*Indiana Library Certification Board; 590 IAC 4-3-1; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1153*)

**590 IAC 4-3-2 Temporary permits**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 2. A temporary permit may be issued at the request of a local library board to cover a substitute or temporary employee

or an acting appointee who does not at the time of assuming duties fully meet the requirements for the appropriate grade of certificate. Application for such temporary permit must be made within six (6) months after the date of assuming duties. Regardless of the date of such application, the effective date of the first temporary permit shall be the date six (6) months after first assuming the duties of the covered position. A temporary permit is valid for one (1) year. It can be renewed by special authorization of the board. Application for such renewal shall be approved and requested by the local library board and shall be accompanied by a statement indicating progress toward meeting the requirements for the requisite permanent certificate. A temporary permit will not be issued to a director or head librarian who does not have the qualifications for the grade immediately below the one for which application is being made, with the exception of Librarian V. A temporary permit for the position of director or head librarian can be renewed twice. Application for a temporary permit shall be made on the regular form prescribed for all certificates and shall be accompanied by the prescribed fee as established in section 3 of this rule. (*Indiana Library Certification Board; 590 IAC 4-3-2; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1154*)

**590 IAC 4-3-3 Fees**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 3. The fee for a permanent or temporary certification shall be one dollar (\$1). (*Indiana Library Certification Board; 590 IAC 4-3-3; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1154*)

**Rule 4. Certification Requirements**

**590 IAC 4-4-1 Certification plan**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 1. The population figures used in this rule are those figures officially released in the latest United States decennial census. (*Indiana Library and Historical Board; 590 IAC 4-4-1; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1154*)

**590 IAC 4-4-2 Librarian I**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 2. (a) The Librarian I position shall be the required minimum grade of certificate for directors or head librarians of libraries serving a population greater than one hundred fifty thousand (150,000), and for other comparable professional positions as determined by the board.

(b) Qualification requirements for the Librarian I position are as follows:

(1) Graduation from an accredited college or university.

(2) One (1) year of accredited library education.

(3) Ten (10) years of library experience, or six (6) years of library experience, including at least three (3) years of administrative experience, after attaining eligibility for a Librarian III certificate.

(*Indiana Library and Historical Board; 590 IAC 4-4-2; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1154*)

**590 IAC 4-4-3 Librarian II**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 3. (a) The Librarian II position shall be the required minimum grade of certificate for directors or head librarians of libraries serving a population of from twenty-five thousand one (25,001) to one hundred fifty thousand (150,000), and for other comparable professional positions as determined by the board.

(b) Qualification requirements for the Librarian II position are as follows:

(1) Graduation from an accredited college or university.

(2) One (1) year of accredited library education.

(3) Three (3) years of library experience, after attaining eligibility for a Librarian III certificate.

*(Indiana Library and Historical Board; 590 IAC 4-4-3; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1155)*

**590 IAC 4-4-4 Librarian III**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 4. (a) The Librarian III position shall be the required minimum grade of certificate for directors or head librarians of libraries serving a population of from ten thousand one (10,001) to twenty-five thousand (25,000), and for other comparable professional positions as determined by the board.

(b) Qualification requirements for the Librarian III position are as follows:

(1) Graduation from an accredited college or university.

(2) One (1) year of accredited library education.

*(Indiana Library and Historical Board; 590 IAC 4-4-4; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1155)*

**590 IAC 4-4-5 Librarian IV**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 5. (a) The Librarian IV position shall be the required minimum grade of certificate for directors or head librarians of libraries serving a population of from five thousand one (5,001) to ten thousand (10,000), and for other comparable professional positions as determined by the board.

(b) Qualification requirements for the Librarian IV position are as follows:

(1) Bachelor's degree from an accredited college or university.

(2) At least fifteen (15) semester hours or twenty (20) quarter hours of approved library education.

*(Indiana Library and Historical Board; 590 IAC 4-4-5; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1155)*

**590 IAC 4-4-6 Librarian V**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 6. (a) The Librarian V position shall be the required minimum grade of certificate for directors or head librarians of libraries serving a population of less than five thousand (5,000), and for other comparable professional positions as determined by the board.

(b) Qualification requirements for the Librarian V position are as follows:

(1) Two (2) years of academic education in an accredited college or university.

(2) An additional nine (9) semester hours or twelve (12) quarter hours of approved library education.

*(Indiana Library and Historical Board; 590 IAC 4-4-6; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1155)*

**590 IAC 4-4-7 Specialist I**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 7. Specialist I qualification requirements are as follows:

(1) Graduation from an accredited college or university.

(2) Fifth year degree in subject area from an accredited graduate school.

(3) Ten (10) years experience in subject field, or six (6) years of subject experience including at least three (3) years of administrative experience.

*(Indiana Library and Historical Board; 590 IAC 4-4-7; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1155)*

**590 IAC 4-4-8 Specialist II**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 8. Specialist II qualification requirements are as follows:

- (1) Graduation from an accredited college or university.
- (2) Fifth year degree in subject area from an accredited graduate school.
- (3) Three (3) years of experience in subject field.

*(Indiana Library and Historical Board; 590 IAC 4-4-8; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1155)*

**590 IAC 4-4-9 Specialist III**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 9. Specialist III qualification requirements are as follows:

- (1) Graduation from an accredited college or university.
- (2) Fifth year degree in subject area from an accredited graduate school.

*(Indiana Library and Historical Board; 590 IAC 4-4-9; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1155)*

**590 IAC 4-4-10 Specialist IV**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 10. Specialist IV qualification requirements are as follows:

- (1) Bachelor's degree from an accredited college or university.
- (2) Fifteen (15) semester hours or twenty (20) quarter hours in relevant subject area.

*(Indiana Library and Historical Board; 590 IAC 4-4-10; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1156)*

**590 IAC 4-4-11 Specialist V**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 11. Specialist V qualification requirements are as follows:

- (1) Two (2) years of academic education in an accredited college or university.
- (2) An additional nine (9) semester hours or twelve (12) quarter hours in relevant subject area.

*(Indiana Library and Historical Board; 590 IAC 4-4-11; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1156)*

**590 IAC 4-4-12 Specific positions**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 12. Local requirements for specific positions shall be set by the local library board. No specific recommendations are appropriate or feasible for particular positions, such as children's librarian, branch librarian, or bookmobile librarian, because too wide a variance in skills and responsibilities is represented in these positions in different library systems throughout the state. It is the responsibility of the local administration to place in such positions certified personnel having the necessary training and experience. *(Indiana Library and Historical Board; 590 IAC 4-4-12; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1156)*

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