Indiana State Library

Certification Manual for Public Library Professionals

Produced by Statewide Services for the Indiana State Library
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PART ONE

Introduction to Indiana Library & Historical Board Certification Rule

Indiana law has required librarian certification for decades. In 2006, The Indiana State Library re-examined the administrative rules governing librarian certification and began a statewide discussion about bringing certification into compliance with the Indiana Code. In early 2007, the State Library held seven town hall meetings across Indiana. A certification task force formed in the spring of that year and, in 2007, unanimously agreed upon a revised set of recommended certification rules. In December 2007, the Indiana State Library then held informational meetings across the state to discuss the taskforce recommendation. Meetings continued through the spring of 2008 to inform public libraries of the taskforce proposal.

In May, 2008, the Indiana Library and Historical Board held a public hearing, as well as a separate meeting, to vote on the revised certification rules. The overwhelming majority of the meeting participants supported a meaningful librarian certification program. ILHB unanimously adopted the rules the taskforce recommended and the new certification rule went into effect on July 1, 2008.

CERTIFICATION REQUIREMENTS (IC 36-12-11-6)

All library Directors, Department or Branch Heads, and Professional Assistants, except those who are employed at K-12 school libraries, special libraries, or libraries of educational institutions, must hold a certificate.

CERTIFICATION REQUIREMENTS ARE BASED ON THE FOLLOWING LIBRARY DISTRICT SIZES:

Class A: Libraries serving a population of 40,000 or more
Class B: Libraries serving a population of 10,001 to 39,999
Class C: Libraries serving a population of 10,000 or less

WHO MUST BE CERTIFIED?

Directors
Assistant or Associate Directors
Branch or Department Heads
Professional Assistants
Any staff employed by any library or other unit that requires Specialist or Librarian Certification

WHO IS NOT REQUIRED TO BE CERTIFIED?

Archivists and conservators
Business office and clerical staff, including administrative assistants and bookkeepers
Clerks and pages
Human Resources, IT, Marketing, and PR staff
Maintenance workers
Substitute or temporary employees and volunteers

DEFINITIONS OF JOB CLASSIFICATIONS (IC 36-12-11-6 and 590 IAC 5-1-9)

Director:

There is one (1) library Director per library system. Directors must complete 100 Library Education Units (LEUs) in each 5-year renewal cycle. Ten (10) or more of their LEUs must be Technology Library Education Units (TLEUs).

Directors in Class A libraries must hold LC1
Directors in Class B libraries must hold LC2, at minimum
Directors in Class C libraries must hold LC4, at minimum

Branch or Department Head:

This classification includes, but is not limited to, staff classified as Assistant or Associate Directors, Branch Managers, Department Heads, Librarians, Catalogers/Copy Catalogers, Reader's Advisors, and Program or Other Coordinators.

Branch or Department Heads devote more than half of their time to work in the following areas:

Knowledge of professional library practices,
Development and management of collections and of technical library processes, and
Ability to deal with people in a professional capacity (as distinguished from clerical)

Branch or Department Heads who spend at least 50% of their time on professional library work (including but not limited to cataloging/copy cataloging, reference, collection development, reader's advisory, children's or teen services) must keep their certificates current and in good standing. To do so, they must complete 75 Library Education Units (LEUs) per 5-year renewal cycle. Ten (10) or more of their LEUs must be Technology Library Education Units (TLEUs).

Branch/Department Heads in Class A libraries must hold LC4, at minimum
Branch/Department Heads in Class B libraries must hold LC5, at minimum
Branch/Department Heads in Class C libraries must hold LC6, at minimum

Professional Assistant (590 IAC 5-1-13):

This classification includes, but is not limited to, Librarians, Library Assistants, Paraprofessionals, Catalogers/Copy Catalogers, Reader's Advisors, and Program or Other Coordinators.

Professional Assistants devote more than half of their time to work in the following areas:

Knowledge of professional library practices,
Development and management of collections and of technical library processes, and
Ability to deal with people in a professional capacity (as distinguished from clerical)

Professional Assistants who spend at least 50% of their time on professional library work (including but not limited to cataloging/copy cataloging, reference, collection development, reader's advisory, children's or teen services) must keep their certificates current and in good standing, regardless of number of hours worked per week. *Certification requirements apply to all permanent (non-substitute) professional staff, whether they work full-time or part-time*. Professional Assistants must complete 50 Library Education Units (LEUs) per 5-year renewal cycle. Ten (10) or more of their LEUs must be Technology Library Education Units (TLEUs).

Professional Assistants in Class A libraries must hold LC5, at minimum
Professional Assistants in Class B libraries must hold LC6, at minimum
Professional Assistants in Class C libraries must hold LC6, at minimum
Certification requirements apply to all permanent (non-substitute) professional staff, whether they work full-time or part-time.

LIBRARIAN CERTIFICATE LEVELS

Librarian Certificate 1 (LC1) - ALA-accredited MLS degree with 10 years professional library experience OR ALA-accredited MLS degree with six (6) years professional experience that includes three (3) years supervising two (2) or more MLS librarians.

Librarian Certificate 2 (LC2) - ALA-accredited MLS degree with three (3) years professional library experience.

Librarian Certificate 3 (LC3) - ALA-accredited MLS degree.

Librarian Certificate 4 (LC4) - Bachelor's degree from an accredited college or university, including 15 college credit hours from the following required Library Science courses (590 IAC 5-1-8).

Collection Development (also referred to as Selection and Evaluation of Materials)
Library Management and Administration
Reference and Information Sources
Cataloging and Organization of Materials
Children's Services (also referred to as Materials for Youth)

Librarian Certificate 5 (LC5) – Minimum 60 hours of college credit hours PLUS nine (9) college credit hours from the following required Library Science courses (590 IAC 5-1-8):

Collection Development (also referred to as Selection and Evaluation of Materials)
Reference and Information Sources
*Library Management and Administration (*NOTE: Non-supervising staff pursuing the LC5 whose career goals do not include management may substitute Cataloging and Organization of Materials or Children's Services [also referred to as Materials for Youth] for Library Management).

Librarian Certificate 6 (LC6) - High school diploma or GED/TASC with five (5) years of library experience OR nine (9) college credit hours of Library Science courses. Staff pursuing the LC6 are not required to complete a prescribed set of courses, but, rather, may choose the courses for their nine (9) credit hours in Library Science (590 IAC 5-1-8).

SPECIALIST CERTIFICATION LEVELS

Specialist certificates are voluntary and optional. However, local units may choose to require them of non-librarian professionals such as Human Resources, Technology, Public Relations, Marketing staff, Conservators, or Archivists. If a library or other unit requires staff to hold a Specialist certificate, that staff must keep the certificate current and in good standing.

Specialist 1 - Accredited Master's degree with 10 years professional experience in subject field (or six [6] years of experience in subject field including three [3] years of supervisory experience). *Master's degree must be related to staff's library role.*

Specialist 2 - Accredited Master's degree with 3 years professional experience in subject field. *Master's degree must correspond with staff's library role.*

Specialist 3 - Accredited Master's degree. *Master's degree must be related to staff's library role.*

Specialist 4 - Bachelor's degree from an accredited college or university that includes 15 semester hours in subject field related to the staff's library role.

Specialist 5 – Minimum 60 semester credits from an accredited college or university that includes nine (9) semester hours in subject field related to the staff's library role.

PART TWO

Certification Application Process for New Staff and Certificate Upgrades & Transfers

Librarians who are statutorily obligated to be certified and were not grandfathered in 2008 (i.e. new Directors, Branch Heads, Department Heads and Professional Assistants) must complete an application and remit the certification fee to the Indiana State Library.

NEWLY HIRED STAFF

New hires whose professional positions require certification have six (6) months to apply for their 1-year temporary or 5-year certificates. Individuals unable to meet the certification requirements for a position may apply for a 1-year temporary certificate. Temporary certificates may be renewed twice for a total possible three (3) temporary certificates per person. While holding temporary certificates, new hires must complete their Library Science coursework AND/OR accumulate the number of years of experience required for their certificates.

The **APPLICATION FOR CERTIFICATION OF PUBLIC LIBRARIANS** is available on the ISL Continuing Education Toolkit for Library Professionals website (http://continuinged.isl.in.gov/certification/). Individuals can also request an application by phone (317-234-6217) or via email (StatewideServices@library.IN.gov).

CERTIFICATION FEES

No initial fee ($0) for grandfathered certificates issued between July 1 and September 30, 2008.

After September 30, 2008: $50 fee per 5-year certificate for application and each renewal.
$10 fee per 1-year temporary certificate for application and each of two possible renewals.

ISL accepts personal checks and money orders made payable to Indiana State Library

Per Indiana State Board of Accounts, libraries may not draw from their operating funds to pay for staff certification. There are three options by which a library may pay for staff certifications:

1. *Draw the money from a gift fund*
2. *Increase the applicant's salary in order to cover the cost of the required certificate (amounting to no more than $0.20 per week)*
3. *Library Friends groups may subsidize a portion or the full amount of staff's certification fees*

College Transcripts

All staff applying for certificate levels that require college education must submit official (sealed, unopened) college transcripts. The transcripts may be mailed directly from the school to the Certification Program Director's attention, sent electronically from the school to StatewideServices@library.IN.gov, or included (sealed, unopened) in the envelope with the certificate application and fee.

Indiana Professional Licensing Agency

Staff's names, certificate numbers, types, statuses, and cities are public information on the State of Indiana Professional Licensing Agency website (https://mylicense.in.gov/EVerification/Search.aspx). Personal contact information, academic background, and employment history are not published.

NON-GRANDFATHERED STAFF: CERTIFICATE LEVEL UPGRADES

Staff who applied for their certifications after September 30, 2008, or who have superseded their certifications since they were grandfathered in 2008 are considered "non-grandfathered staff."

Non-grandfathered staff completing additional Library Science college-level education and/or accumulating sufficient years of service may be eligible to upgrade their certificate levels. In order to upgrade a certificate level (i.e. from LC6 to LC5, etc.), individuals must complete the Application for Certification of Public Librarians (found at http://continuinged.isl.in.gov/certification/) and remit payment of $50 for a new certificate.

NON-GRANDFATHERED STAFF: CERTIFICATE TRANSFERS

Non-grandfathered staff may transfer their current certificates and Library Education Units to their next position or employer. Individuals who are promoted in job classification (i.e. from Professional Assistant to Branch or Department Head or to Director) are required to obtain, prior to their certificate expiration, the number of LEUs required of the job classification they held the majority of their 5-year certificates.

Library staff members who are promoted into positions requiring higher certificate levels may need to apply for temporary certification while completing their required courses or years of service. These individuals should mail to ISL the Application for Certification of Public Librarians (found at http://continuinged.isl.in.gov/certification/).

GRANDFATHERED STAFF: CERTIFICATE LEVEL UPGRADES AND TRANSFERS

Individuals upgrading from the level at which they were grandfathered must follow the same procedures as above (excluding relevant school transcripts, if already on file).
Any certificate level upgrade voids the previous certificate LEUs and expiration date. Upgraded certificates restart individuals' five-year certificate cycles. Please keep in mind that library education units will not transfer to another certificate level. For example, a person grandfathered at a librarian certificate 2 (LC2) who, in three (3) years is eligible for the librarian certificate 1 (LC1), may not carry the LEUs earned on the grandfathered certificate to the new certificate. The certificate cycle resets with the new certificate and individuals have five (5) years to complete the number of LEUs required for their job classifications.

PLEASE KEEP ALL CONTACT INFORMATION AND EMPLOYMENT STATUS CURRENT WITH ISL.

Connect with the Certification Program Coordinator to change your name, address, or employment information at StatewideServices@library.IN.gov or call (866) 683-0008 toll-free in Indiana (Out of state callers, please call [317] 234-6217).

Mail certificate applications, payments, and official (sealed, unopened) college or MLS transcripts to:

Indiana State Library
ATTN: Certification Program Coordinator
140 North Senate Avenue
Indianapolis, IN 46204

PART THREE

Certification Renewal Process

Librarian certificates are issued and expire on a quarterly schedule. Five-year LEU cycles for certificates begin on the first day of the quarter in which they are processed and expire five (5) years from the last day of that quarter.

Quarter 1: Applications and payments received between January 1 and March 31 have an effective date of January 1 and expire five (5) years from March 31.

Quarter 2: Applications and payments received between April 1 and June 30 have an effective date of April 1 and expire five (5) years from June 30.

Quarter 3: Applications and payments received between July 1 and September 30 have an effective date of July 1 and expire five (5) years from September 30.

Quarter 4: Applications and payments received between October 1 and December 31 have an effective date of October 1 and expire five (5) years from December 31.

GRANDFATHERED CERTIFICATE RENEWALS

On July 1, 2008, staff employed by a library in a position that required certification were grandfathered at their library district and at their current level. These certificates expired on September 30, 2013. Individuals who retained their grandfathered status in 2013 will be due to renew again by September 30, 2018.

RENEWAL REMINDER LETTERS

The Indiana State Library will send out a renewal reminder to the address we have on file sixty (60) days prior to the renewal deadline. A certificate holder will have the option of renewing using an automated system through an online process utilizing the Indiana Professional Licensing Agency, renewing through mail, or in person at the Indiana State Library.

Certificate holders will receive a letter with the following information:

> **The deadline for renewal of your librarian certification is Month/Day/Year.** Please take a moment to review the Indiana State Library certification renewal requirements outlined below. We also encourage you to subscribe to INpublib, the listserv for public library professionals. We post regular updates there, as well as in the Wednesday Word. ISL's listservs are described at http://www.in.gov/library/listservs.htm. *Please watch for notices and important certification and professional development information.*
>
> LIBRARY EDUCATION UNIT REQUIREMENTS
> Ongoing professional development is your responsibility for renewal of public librarian certification.
> **Professional Assistants** must complete fifty **(50) LEUs** in five (5) years.
> **Branch/Department Heads** must complete seventy-five **(75) LEUs** in five (5) years.
> **Directors** must complete one hundred **(100) LEUs** in five (5) years.
> For all staff, ten **(10) or more LEUs** must be technology-related **TLEUs**.
> *All classes for LEU credits must be completed between the date your certificate was issued and when it expires.* All workshops and courses must have received approval of LEU-eligibility prior to completion in order to be included in your total.
>
> *Please do not send your LEU certificates with your application for recertification at this time.* The Professional Development Office will conduct random audits to verify individuals' participation. **If your file is selected for random audit, we will contact you within 30 days after the date your certificate expires.** If you receive a notice of random audit from PDO, you will then have 60 days to show proof of your original LEUs. If you do

not receive a notice of random audit from PDO within 90 days after the date your certificate expires, you may discard your LEUs from the previous 5-year cycle.

The cost to renew your 5-year certificate is $50. Through the mail, we accept personal checks and money orders made payable to Indiana State Library. Certification fees must be paid from the applicant's personal funds. A library district may choose to increase staff salaries in order to cover the cost of the required certificate (amounting to no more than $0.20 per week). Your library's Friends group may also contribute to this cost, if they have the funds and choose to do so.

We will notify the INpublib listserv and Wednesday Word when online renewals with credit card payment are available. There is a $4.57 fee for online renewals. **You may renew online ONLY if the following categories apply to you:**

You have not changed your library employer or your job classification,
You are not upgrading your certificate (i.e., from LC3 to LC2 or LC2 to LC1), or
You are not applying for a temporary certificate.

Please note you will need your certificate # for your username and password on the Indiana Professional Licensing Agency website. If you do not know your certificate number, you can search for it at http://www.in.gov/pla/3119.htm.

To upgrade your certificate or report changes in your library employer or job classification, you must renew through the mail. There is no additional fee outside the $50 for renewal by paper application.

The **Application for Librarian Certification** is on the ISL Continuing Education website: http://continuinged.isl.in.gov/certification/. On the site, you can also confirm current certification criteria for your job classification and library district size here.

Please contact the **Certification Program Coordinator** with your specific questions at (317) 234-6217 or StatewideServices@library.IN.gov.

LEU AUDITS

The Indiana State Library strongly advises that each certified librarian create a file in order to keep track of the classes taken and the number of hours received. ISL audits a percentage of each renewal cycle at random to ensure that LEUs have been completed. The individuals who are audited will receive a letter in the mail, notifying them that they are being audited. The applicant has an additional 60 days to mail or email their original LEUs to the Indiana State Library. Spreadsheets or other unverifiable lists of workshops completed are NOT acceptable.

There are no "roll-over" LEUs. If an applicant completes more hours than required, the additional hours will not count toward the next renewal cycle. Please keep all LEU certificates for ninety days (90) after receipt of your new certificate.

If you are notified that your file has been selected for random audit, you may email your original LEU certificates to: **StatewideServices@library.IN.gov** OR mail to: Indiana State Library, ATTN: Certification Program Coordinator, 140 North Senate Avenue, Indianapolis, IN 46204.

IF YOU SEND YOUR ORIGINAL LEU CERTIFICATES THROUGH THE MAIL TO ISL, PLEASE ALSO MAKE PHOTOCOPIES FOR YOUR RECORDS.

PART FOUR

Library Education Units (LEUs)

In addition to the workshops, conferences, and courses offered by the Indiana State Library, the Indiana State Library recognizes other library training course providers as appropriate providers to offer opportunities to earn Library Education Units. Providers with a blanket approval include but are not limited to ALA and ALA divisions, Association of Rural and Small Libraries (ARSL) Federation of Genealogical Societies, Indiana Library Federation (ILF), Innovative Users Group, LYRASIS, OCLC, OverDrive Digipalooza, Polaris, SirsiDynix, TechSoup, The Library Corporation, and Urban Libraries Council, U.S. Census, and WebJunction. College-level Library Science courses, such as those from Indiana University, IVY Tech are approved for LEUs also. Note that only individuals holding a 5-year certificate are eligible to count LEUs from conferences, workshops, webinars, and college courses.

Individuals are solely responsible for recording and retaining their LEUs. ISL does not keep this information and will only request it from individuals whose files have been selected for random audit at certificate renewal. **Note that only individuals holding a 5-year certificate are eligible to count LEUs from conferences, workshops, webinars, and college courses.**

FINDING APPROVED CONTINUING EDUCATION OPPORTUNITIES

ISL Continuing Education Toolkit site http://continuinged.isl.in.gov/find-training/
Regular posts to the INpublib listserv (subscribe at http://www.in.gov/library/listservs.htm)

LEUs for College-Level Library Science Courses

Non-Library Science college courses MUST be approved for LEUs prior to completion of the course. Semester-length Library Science courses, such as those from Indiana University and IVY Tech, are eligible for 15 LEU's per credit hour. Official transcripts from the school serve as proof of LEUs; no specific LEU certificate is needed.

REQUESTING LEU APPROVAL FOR A WORKSHOP

The Indiana State Library reviews applications for LEU providers. If approved, the provider and trainer will be eligible to offer LEU opportunities to Indiana library staff. The course, as submitted, is approved for a period of two (2) years as long as the agenda, objectives, content, and instructors remain the same. *A change to even one of those aspects requires re-submission for approval.* LEUs are awarded on an hour-for-hour basis and rounded up to after 90 minutes (i.e., 90-minute workshops are eligible for 2 LEUs, 150-minute workshops are eligible for 3 LEUs, and so forth).

Complete the Application for Library Education Unit Provider at http://continuinged.isl.in.gov/certification/ and submit to StatewideServices@library.IN.gov (or FAX to 317-232-0002).

Applications for Library Education Unit Providers must include the following information:

1. Provider organization and signature of "Authorized Individual" (this is the person who will sign the LEU certificates)
2. Trainer(s) names and resumes showing their relevant experience
3. Detailed agendas of library-related courses or workshops
4. Approximate time (in hours) to complete the course or workshop

LEU APPROVAL IS BASED ON THE FOLLOWING CRITERIA:

1. Must provide participants with knowledge of professional library practices, services, collections, or of technical library processes
2. Must provide participants with the ability to deal with people and organizations in a professional capacity, as distinguished from clerical
3. Can include, but is not limited to, topics such as reference, cataloging, digitization, management, finance, computer software and hardware, and web development

All staff holding 5-year certificates must complete a minimum of 10 Technology LEUs (TLEUs). TLEU-eligible workshop topics include, *but are not limited to*, the following:

- Microsoft Office products or other software
- Database training (INSPIRE, Gale Cengage, EBSCO, and any other database)
- Social media platforms (e.g., Facebook, Twitter, Pinterest, Instagram, LinkedIn, etc.)
- eReaders, tablets, and mobile devices
- Web development courses
- Integrated Library Systems (e.g., Evergreen, Polaris, SirsiDynix, and any other ILS)
- Any other technology libraries or patrons use

Skills such as the following may be valuable in assisting individuals with functioning in particular organizations, however, they do not advance professional librarianship and are not LEU-eligible. **Ineligible workshop topics include:**

- Internal library policies or employee benefits (e.g., filling out library forms, using a library's intranet, time management software, open enrollment, etc.)
- First Aid and safety procedures
- Fitness and wellness classes
- Foreign language acquisition

LEUS FOR OUT-OF-STATE AND NATIONAL CONFERENCES:

ISL policy on receiving LEUs for out-of-state and national conferences is posted at http://continuinged.isl.in.gov/certification/policies-on-leus/.

After attending an in-person conference, fill out the Conference Form on http://continuinged.isl.in.gov/certification/ Write your session synopses and retain all conference programs and documentation you could refer to in the event of an audit. Please also retain your confirmation of conference registration. Based on the sessions you attended, count up the LEUs you earned. LEUs are awarded hour-for-hour and round up at the half hour (i.e., 90 minute workshops are eligible for 2 LEUs).

File these documents with your other LEUs. DO NOT send them in to ISL. You will only need to turn them in to ISL **if** you are notified your file has been selected for random audit. If you are not notified as such within 90 days of your certificate renewal, please do not send in this paperwork

Eligible sessions must have specified learning objectives and make a contribution to the field of professional librarianship. Such sessions include keynote speeches, author talks, and traditional workshops. Sessions eligible for TLEUs will consist of training on software or devices, instruction on social media, and so forth. Sessions pertaining to policies on technology (as opposed to how to use a product) are eligible for general LEUs.

Ineligible sessions include business, committee, and council meetings, conference registrations and orientations, unstructured roundtable discussions, poster sessions, time spent at vendor booths, and social events without speakers.

LEUS FOR WEBINARS VIEWED IN-HOUSE:

ISL policy on receiving LEUs for webinars viewed in-house is posted at http://continuinged.isl.in.gov/certification/policies-on-leus/.

Any time a library system has purchased a site license for an online event (Urban Libraries Council or ALA division events, for example) or an individual or a group of individuals is viewing any session that is eligible for LEUs, a designated proctor in an administrative or HR capacity may oversee staff attendance and create and award certificates in-house.

NOTE: Some webinar providers will issue certificates; others will not. If you do not receive a certificate, please follow the instructions below for creating them in-house. *Certificates from approved providers that refer not to LEUs but to CEUs, Contact Hours, or CPDUs are acceptable. Only Indiana public libraries use the term LEUs (non-library organizations in Indiana, as well as organizations outside Indiana use other terms. They are all credits awarded hour-for-hour).*

ALSO: Many webinar providers will record and archive their sessions. Your in-house webinar proctor may issue you an LEU for viewing these approved sessions. PLEASE CONFIRM ON THE PROVIDER'S WEBSITE IF THE SESSION WILL BE AVAILABLE FOR LATER VIEWING.

Certificates generated in-house must contain the following information:

1. Event/Workshop name, date, and number of LEUs/TLEUs
2. Event/Workshop provider's name
3. Participant's name
4. Proctor/Supervisor's signature (in the case of a Library Director, the HR manager or the President of the Board of Trustees should sign the certificate)

A Sample LEU Certificate is available for download at http://continuinged.isl.in.gov/certification/.

PART FIVE

Frequently Asked Questions

DETERMINING CERTIFICATION REQUIREMENTS

What is "professional" library work?

Professional library work includes, but is not limited to, cataloging/copy cataloging, reference, collection development, reader's advisory, children's and teen services. Professional library staff are required to keep their certificates current and in good standing, regardless of number of hours worked per week.

Are part-time employees exempt from certification requirements?

No. Certification requirements apply to all permanent (non-substitute) professional staff, whether they work full-time or part-time. Substitute, seasonal, and temporary staff are not permanent employees and, as such, are exempt from certification requirements.

Does library experience prior to completion of Library Science coursework count towards the years of service required for Librarian Certificates (LC) 1, 2, 3, and 6?

Yes, all combined years of professional library work experience in public, school, academic, and special libraries (including volunteer work) count towards the experience requirements of the LC1, LC2, LC3, and LC6.

I am the only professional staff in my department. Am I a Professional Assistant or a Department Head?

Job classifications are determined locally by library Directors and their Boards of Trustees as they make sense for their organizations. Whether the Director and Board of Trustees classify a particular job as Professional Assistant or a Department Head, that person must keep the minimum required certificate in good standing.

Can I be certified at a higher level than what is required for my current job classification?

Yes. Individual certification is based on education and experience, not on job function. There are many Directors who hold an LC4 and many Professional Assistants who hold an LC1. The rule provides guidance for the lowest certification level required for a particular job function and dictates only the lowest level that must be achieved by an individual.

How do increases in library district size affect staff certification?

District size increases (i.e., moving from Class C to Class B or from Class B to Class A), whether by population changes, expanding a district into unserved townships, or merging two or more libraries, will have no effect on the certification requirements of the staff already certified at the time the change occurs. Staff already certified will not be required to meet the requirements for their job classifications in the larger district size. New hires and staff applying for new certificates after the district size has increased must meet the criteria for the new library district size.

If I don't currently work for a public library but I want to be certified, how many LEUs do I need?

Individuals not currently employed in a public library must obtain the number of LEUs required by the job classification for which the person is qualified:

> An individual with the qualifications to hold a Librarian Certificate 1 would be eligible to be employed as a director in a Class A library, and would therefore need to complete 100 hours of LEUs over five years to keep the certification current.
>
> A person with a high school diploma and nine semester hours of library science courses or five years of library work experience but not currently working for a library qualifies for the LC6.

GRANDFATHERED CERTIFICATES

What does "grandfathered" mean?

Staff employed in professional positions that required certification as of July 1, 2008, were grandfathered. Grandfathered library staff members are exempt from the education and experience requirements for the position they held in their libraries on that date. These staff will retain their grandfathered status, as long as they remain with the same library district and at the same job classification (or lower, if stepping down from a higher position).

Library Directors, employed as such before July 1, 2008, were required to meet the previous certification requirements in order to be considered grandfathered. Libraries employing Directors who failed to meet certification requirements in 2007 and in 2008 were not in compliance with Indiana Library & Historical Board standards. Such libraries remain out of standards at least until the Director meets certification requirements.

In order to keep their certificates in good standing, all grandfathered staff must obtain the number of LEUs required for their job classifications and renew their certificates every five (5) years.

May I apply as a new applicant even though I was grandfathered in?
Yes, a librarian who had been grandfathered may submit an application, $50, and college transcripts and apply for a new certificate. The new certificate would not be considered a "grandfathered" certificate and would not be tied to a particular position in a particular library. The new certificate could, therefore, be transported to different positions and libraries. When an applicant receives a new certificate, a new 5-year cycle re-starts. The applicant would begin to accumulate LEUs from the date of issue of the newest certificate.

INTERIM DIRECTORS

What are the certification requirements for Interim Directors?
Interim Directors in place for longer than six (6) months must apply for temporary certification. A library may keep an interim director on a temporary certificate for no longer than three (3) years. If the Interim Director does not intend to pursue the permanent Director position and does not pursue the education required for Directors of that library's class size, the Board of Trustees should be actively seeking a permanent Director who meets certification requirements.

NON-COMPLIANCE

What are the consequences for not meeting certification requirements?
The State Library's practice has been to treat failure to comply with certification requirements as a failure to comply with standards. Libraries not meeting standards have generally been ineligible to receive State and federal funding and programs.

PAYING FOR CERTIFICATION & CONTINUING EDUCATION

Can libraries pay for staff certificates?
Per the State Board of Accounts, libraries may not draw from their operating funds to pay for staff certification. There are three options by which a library may pay for staff certifications:

1. Draw the money from a gift fund
2. Increase the applicant's salary in order to cover the cost of the required certificate (amounting to no more than $0.20 per week)
3. Library Friends groups may subsidize a portion or the full amount of staff's certification fees.

Can libraries pay for staff continuing education?
Your library board may be able to pay for continuing education, either in full or in part. In accordance with state regulations, college and university class tuition, if library funds are made available, should be reimbursed only after successful completion of the course, not paid by the library in advance. The library's Friends group or library Foundation may pay for all or a portion of continuing education costs.

PROMOTIONS & NEW POSITIONS

If I am promoted to a higher job classification, what happens to my certificate and my LEUs?
Please notify the Certification Program Consultant of this change. You must meet the criteria for the job classification into which you've been promoted. If you are not on a grandfathered certificate and you already hold a higher certificate level than what is required for your job classification, you do not need to apply for a new certificate. The Certification Program Consultant can modify your certificate to reflect your new job classification and you will retain your LEUs you've obtained in your current 5-year cycle. By the date your certificate expires, you must obtain the number of LEUs required for the job classification (i.e., Professional Assistant, Branch/Department Head, or Director) you held the majority of your 5-year certificate.

If you do not hold a grandfathered certificate (i.e., you applied for and met the criteria for your certificate after September 30, 2008), you must also meet the criteria for your job classification with your new library. If you already hold at least the required certificate level for your job classification, you do not need to apply for a new certificate. The Certification Program Consultant can modify your certificate to reflect your new job classification and you will retain your LEUs you've obtained in your current 5-year cycle. By the date your certificate expires, you must obtain the number of LEUs required for the job classification (i.e., Professional Assistant, Branch/Department Head, or Director) you held the majority of your 5-year certificate.

If you were grandfathered and/or do not yet meet the criteria for your new job classification, you must apply for a 1-year temporary certificate while you obtain the required education and/or years of experience. Within six (6) months of starting your new position, you must apply for your first of three (3) possible temporary certificates. If a second or third temporary is needed, you must renew your temporary certificate prior to its expiration date. If you have completed the requirements for your new job classification before you have exhausted your three possible temporary certificates, you may apply for the 5-year certificate.

If I take a position at another library, what happens to my certificate and my LEUs?
If you were grandfathered, you must apply for your certificate within six (6) months of starting at your new library. If you do not meet the criteria for your job classification with your new library, you must apply for a 1-year temporary certificate while you obtain the required education and/or years of experience. If a second or third temporary is needed, you must renew your temporary certificate prior to its expiration date. If you have completed the requirements for your new job classification before you have exhausted your three possible temporary certificates, you may apply for the 5-year certificate.

APPENDIX

A Detailed Summary of Indiana Public Librarian Certification Requirements

WHO MUST BE CERTIFIED?

Directors | Assistant or Associate Directors | Branch or Department Heads | Professional Assistants

Any staff employed by any library or other unit that requires Specialist or Librarian Certification

WHO IS NOT REQUIRED TO BE CERTIFIED?

Archivists and conservators
Business office and clerical staff, including administrative assistants and bookkeepers
Clerks and pages
Human Resources, IT, Marketing, and Public Relations staff
Maintenance workers
Substitute or temporary employees and volunteers

CERTIFICATION REQUIREMENTS ARE BASED ON THE FOLLOWING LIBRARY DISTRICT SIZES:

Class A: Libraries serving a district population of 40,000 or more
Class B: Libraries serving a district population of 10,000 to 39,999
Class C: Libraries serving a district population under 10,000

NEWLY HIRED STAFF

New staff whose professional positions require certification will have six (6) months to apply for their 1-year temporary or 5-year licenses. Individuals unable to meet the certification requirements for a position may apply for a 1-year temporary license. Temporary licenses may be renewed twice for a total possible three (3) temporary certificates per person. Individuals may apply for up to three (3) one-year temporary certifications as they complete their Library Science coursework AND/OR accumulate the number of years of experience required for their certificates.

DEFINITIONS OF JOB CLASSIFICATIONS (IC 36-12-11-6 and 590 IAC 5-1-9)

Director: There is one (1) library Director per library system. All Directors, regardless of certificate level or library class size, must complete 100 Library Education Units (LEUs) in each 5-year renewal cycle. Ten (10) or more of a Director's required LEUs must be Technology Library Education Units (TLEUs).

Directors in Class A libraries must hold LC1
Directors in Class B libraries must hold LC2, at minimum
Directors in Class C libraries must hold LC4, at minimum

Branch or Department Head: This classification includes but is not limited to staff classified as Associate or Assistant Directors, Branch Managers, Department Heads, Librarians, Catalogers/Copy Catalogers, Reader's Advisors, and Program or Other Coordinators.

Branch/Department Heads in Class A libraries must hold LC4, at minimum
Branch/Department Heads in Class B libraries must hold LC5, at minimum
Branch/Department Heads in Class C libraries must hold LC6, at minimum

Branch or Department Heads devote more than half of their time to work in the following areas:

- Knowledge of professional library practices,
- Development and management of collections and of technical library processes, and
- Ability to deal with people in a professional capacity (as distinguished from clerical)

Branch or Department Heads who spend at least 50% of their time on professional library work (including but not limited to cataloging/copy cataloging, reference, collection development, reader's advisory, children's or teen services) must keep their certificates current and in good standing. To do so, all Branch

or Department Heads, regardless of certificate level or library class size, must complete 75 Library Education Units (LEUs) per 5-year renewal cycle. Ten (10) or more of a Branch or Department Head' LEUs must be Technology Library Education Units (TLEUs).

Professional Assistant (590 IAC 5-1-13): This classification includes, but is not limited to, Librarians, Library Assistants, Paraprofessionals, Catalogers/Copy Catalogers, Reader's Advisors, and Program or Other Coordinators.

Professional Assistants in Class A libraries must hold LC5, at minimum
Professional Assistants in Class B libraries must hold LC6, at minimum
Professional Assistants in Class C libraries must hold LC6, at minimum
Certification requirements apply to all permanent (non-substitute) professional staff, whether they work full-time or part-time.

Professional Assistants devote more than half of their time to work in the following areas:

- Knowledge of professional library practices,
- Development and management of collections and of technical library processes, and
- Ability to deal with people in a professional capacity (as distinguished from clerical)

Professional Assistants who spend at least 50% of their time on professional library work (including but not limited to cataloging/copy cataloging, reference, collection development, reader's advisory, children's or teen services) are required to keep their certificates current and in good standing, regardless of number of hours worked per week. All Professional Assistants, regardless of certificate level or library class size, must complete 50 Library Education Units (LEUs) per 5-year renewal cycle. Ten (10) or more of a Professional Assistant's LEUs must be Technology Library Education Units (TLEUs).

LIBRARIAN CERTIFICATION LEVELS

Librarian Certificate 1 (LC1) - ALA-accredited MLS degree with 10 years professional library experience *OR* ALA-accredited MLS degree with six (6) years professional experience that includes three (3) years supervising two (2) or more MLS librarians

Librarian Certificate 2 (LC2) - ALA-accredited MLS degree with three (3) years professional library experience

Librarian Certificate 3 (LC3) - ALA-accredited MLS degree

Librarian Certificate 4 (LC4) - Bachelor's degree from an accredited college or university PLUS 15 college credit hours from the following required Library Science courses (590 IAC 5-1-8)

Collection Development (also referred to as Selection and Evaluation of Materials)
Library Management and Administration
Reference and Information Sources
Cataloging and Organization of Materials
Children's Services (also referred to as Materials for Youth)

Librarian Certificate 5 (LC5) – Minimum 60 hours of college credit hours PLUS nine (9) college credit hours from the following required Library Science courses (590 IAC 5-1-8):

Collection Development (also referred to as Selection and Evaluation of Materials)
Reference and Information Sources
Library Management and Administration (NOTE: Non-supervising staff pursuing the LC5 whose career goals do not include management may substitute Cataloging and Organization of Materials or Children's Services (also referred to as Materials for Youth) for Library Management.)

Librarian Certificate 6 (LC6) - High school diploma or GED/TASC with five (5) years of library experience *OR* nine (9) college credit hours of Library Science courses. Staff pursuing the LC6 are not required to complete a prescribed set of courses, but, rather, may choose the courses for their nine (9) credit hours in Library Science (590 IAC 5-1-8).