

Chapter 11

Requirements for Public Library Certification

Why Certification? Why Continuing Education?

- To comply with State Law. IC 36-12-11-6 requires that a public library director must hold a certificate (state and federal funds, including Internet line subsidy to local library) are tied to certification).
- To provide theoretical and practical background for understanding library practices.
- To acknowledge librarians' educational and experiential achievement.
- To improve library service throughout the state.
- To motivate librarians to acquire, maintain, and develop their skills through basic and continuing education.
- To recognize librarians who, on a continuing basis, update their knowledge and skills in order to provide better library services to their patrons.
- To improve the public image of librarians and libraries.
- To provide guidelines for public library boards and supervisors to use in selecting and retaining personnel.

Where do I get an application?

Applications for the Public Library Certificate can be:

- Downloaded from the web at:
<http://www.state.in.us/icpr/webfile/formsdiv/26859.pdf>
- Obtained by contacting the Library Development Office by phone, fax, email or mail
- Found at the end of this chapter
- Found in the New Director packet sent by the Library Development Office

The application for the Public Library Certificate must be returned to:

Indiana State Library
Attn: Library Development Office – Certification Consultant
140 North Senate Avenue
Indianapolis, IN 46204

In addition to the signed application, you must include:

- An original transcript of the bachelor's degree or undergraduate work and all library science courses or master's degree (library science only needed). They can be sent directly to LDO from the college or university where the courses were completed or you can

send it - returned upon request after our office makes a certified copy.

- If a Master of Library and/or Information Science has been earned, the official transcript needs to indicate when the MLS/MIS was awarded.
- A personal check or money order made payable to "Indiana State Library" for \$1.00 or \$1.00 cash

Who MUST be certified?

- In Indiana, only the public library director must be certified by law.
- In some larger Indiana public libraries, the library board requires department heads, assistant directors, etc. to be certified as part of their salary package.

What courses are accepted?

- The Indiana State Library accepts some correspondence and Internet classes for certification credit and all library science courses offered by accredited undergraduate colleges for Levels IV and V.
- All ALA-accredited courses are accepted. Generally, if you have a bachelor's degree and need to take library science courses, it is a good idea to take ALA-accredited master's level courses.
- As of this writing, Indiana University requires that students who take more than 6 hours of library science courses apply and be accepted into the Graduate School of Library and Information Science.
- The approved courses are listed at these web sites (both are also included at the end of this chapter):

Library Science Internet and Correspondence Courses Accepted for Indiana Librarian Certification Levels V and IV

<http://www.statelib.lib.in.us/www/isl/ldo/cert/corr-wwwltr.doc>

Indiana Higher Education Courses Meeting Indiana Library and Historical Board's Public Librarian Certification Requirements for Level V and IV Certificates

<http://www.statelib.lib.in.us/www/isl/ldo/cert/approvedltr.doc>

- Contact the certification consultant if you have questions about a particular course or educational institution before registering and paying for a course.

Additional Information

For additional information about public library certification, please call the Library Development Office, Indiana State Library at 1-800-451-6028 and ask for the certification consultant. See also Indiana Administrative Code 590 Sec. 4. The requirements for each certification level are found at the end of this chapter.