# A Certification Story

## Librarian Certification Requirements

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(with a little help from the Parkers and a lot of help from Jayma Stamper)

# Speaking Italian

- Librarian Certification is part of Indiana State Library standards
- Get yourself familiar!

# Who Should Be Certified?

- Public library Directors, Branch Heads, Department Heads, and Professional Assistants
- Other staff in the library have an option to be certified through the Specialist program

# Professional Assistants

- Includes positions in which the person devotes more than half his or her time to work that requires:
  - knowledge of professional library practice, development and management of collections, and of technical library processes
  - the ability to deal with people in a professional capacity, as distinguished from clerical

  Includes but not limited to staff classified as librarians, paraprofessionals, catalogers, reference assistants, and program coordinators

# Who is not required to be certified?

- Pages
- Clerks
- Marketing staff
- Business office staff
- Computer staff
- Maintenance workers
- Volunteers
- Scut Farkus or his Toadee

# Certification Requirements are structured in a three-tiered system

| Librarian Certification Levels | Specialist Certification Levels (Voluntary) |
|---|---|
| **Librarian Certificate 1 (LC1)** - ALA-accredited MLS degree (or equivalent) with 10 years professional library experience (or 6 years professional experience including 3 years supervisory experience) | **Specialist 1 –** Accredited Master's degree with 10 years professional experience in subject field or 6 years professional experience in subject field including 3 years of supervisory experience |
| **Librarian Certificate 2 (LC2)** - ALA-accredited MLS degree (or equivalent) with 3 years professional library experience | **Specialist 2 –** Accredited Master's degree with 3 years' professional experience in subject field |
| **Librarian Certificate 3 (LC3)** - ALA-accredited MLS degree (or equivalent) | **Specialist 3 –** Accredited Master's degree |
| **Librarian Certificate 4 (LC4)** - Bachelor's degree from an accredited college or university, including 15 semester hours of required library science courses | **Specialist 4 –** Bachelor's degree from an accredited college or university, including 15 semester hours of subject field |
| **Librarian Certificate 5 (LC5)** - 60 hours of college or associate's degree plus 9 semester hours of required library science courses | **Specialist 5 –** 60 hours of college or associate's degree plus 9 semester hours in subject field |
| **Librarian Certificate 6 (LC6)** - High school diploma or GED with 5 years of library experience or 9 semester hours of required library science courses. | |

| Classification Requirements | Director | Department and Branch Head | Professional Assistant |
|---|---|---|---|
| **Class A (Library population 40,000 and greater)** | ALA– MLS + LC1 or higher PLUS 100 LEUs every 5 years | Bachelors + LC4 or higher PLUS 75 LEUs every 5 years | Associates + or 60 hrs College + LC5 or higher PLUS 50 LEUs every 5 years |
| **Class B (Library population between 10,000 and 39,999)** | ALA-MLS + LC2 or higher PLUS 100 LEUs every 5 years | Associates + or 60 hrs College + LC5 or higher PLUS 75 LEUs every 5 years | High School Diploma + LC6 or higher PLUS 50 LEUs every 5 years |
| **Class C (Library population under 10,000 )** | Bachelors + LC4 or higher PLUS 100 LEUs every 5 years | High School Diploma + LC6 or higher PLUS 75 LEUs every 5 years | High School Diploma + LC6 or higher PLUS 50 LEUs every 5 years |

***About the Certification Taskforce***

*The Indiana State Library formed the Certification Taskforce in May 2007 and charged it to recommend new certification rules for Indiana library professionals that add validity and credibility to the profession and compliance with Indiana law. More information about the taskforce, its findings, and participants is available on WebJunction Indiana at http://in.webjunction.org. The new rule went into effect July 1, 2008..*

# Terms

- Full certifications are renewed every five years and temporary certificates are renewed annually
- Part-time employees in positions requiring certification will also need to be certified
- Staff working in certified positions on July 1, 2008 were grandfathered
- Grandfathered certificates are only valid for the library and position in which they were grandfathered

# Certification Fees

- $50 fee per 5 year certificate (initial fee waived for grandfathered employees)
- Temporary certificates of a one year term are $10 (maximum 3)
- That is less than a week's supply of Ovaltine!

# New Staff

- Newly hired staff that require certification will have six months from their start date to become certified

- Individuals unable to meet the certification requirements for their new position may apply for up to three 1-year temporary certificates

# Continuing Education

- Renewal for a Director will require the completion of 100 Library Education Units over 5 years. Ten hours of LEUs must be Technology-related. (One hour of class time = 1 LEU)

- Renewal for a Department or Branch Head will require the completion of 75 Library Education Units over 5 years. Ten hours of LEUs must be Technology-related.

# Continuing Education

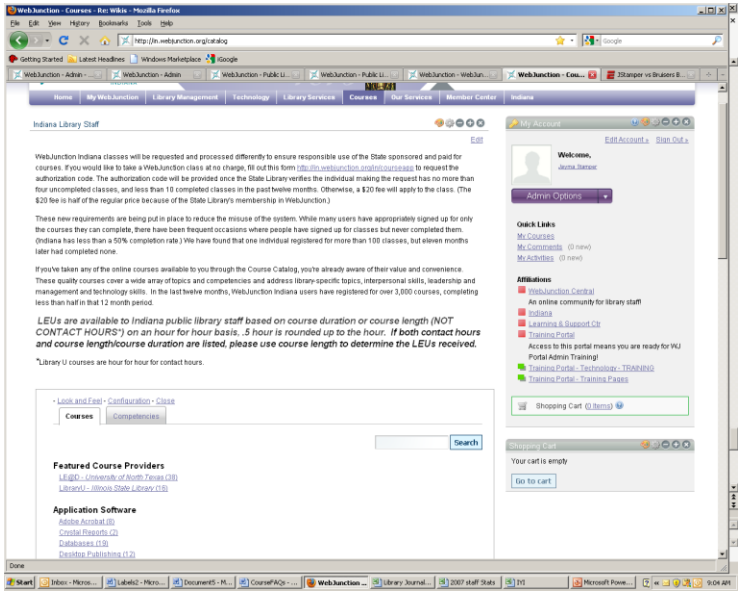
- Renewal for a Professional Assistant license will require 50 Library Education Units over 5 years. Ten hours of LEUs must be Technology-related.
- Individuals are responsible for keeping track of their own LEUs
- Only in the event of an audit during the renewal cycle or following an out-of-state conference will ISL request proof of LEU completion

# Continuing Education

- LEUs cannot be accumulated until certified
- Grandfathered certificates are null and void if job title, duties or library changes
- Indiana State Library provides free courses to help offset the cost of continuing education

# Courses Provided by The Indiana State Library

## WebJunction




## Lyrasis

back to LYRASIS homepage

LYRASIS
Advancing Libraries Together

**Pre-paid LYRASIS Online Courses Now Available for Indiana Library Professionals**

About * How to Register * Rules

**About**

Indiana library and information professionals are now welcome to take hundreds of pre-paid live online courses from LYRASIS. Unlike the self-paced courses in the WebJunction Indiana catalog, LYRASIS courses are taught live online by professional instructors. LYRASIS courses normally cost between $120 and $320, but are now available for at no cost. The Indiana State Library purchased hundreds of ***LEU-certified*** course units for Indiana library professionals. This offer will last until these units are exhausted and perhaps longer depending on the popularity of the courses.

**How to Register**

Go to the "Classes and Events" tab at www.lyrasis.org. Available courses may be viewed through the Searchable Classes and Events Schedule. All courses under the "Distance Education" delivery method are

**UPCOMING CLASSES & WORKSHOPS - LIVE ONLINE (all times Eastern)**
*October* * *November*

**OCTOBER OFFERINGS**

| | | |
|---|---|---|
| 10/04/10 (10:00 - 12:00) | Open Source: Free as In Free | Register |
| 10/05/10 (9:45 - 3:30) | LYRASIS eBook Expo (Virtual Session) | Register |
| 10/05/10 (10:00 - 12:00) | OCLC Connexion: Bibliographic Searching and Browsing Techniques | Register |
| 10/05/10 (10:00 - 11:00) | Mass Digitization Collaborative Information Session | Register |
| 10/05-10/06/10 (10:00 - 12:00) | Technology Planning for Library Managers | Register |
| 10/05-10/07/10 (10:00 - 12:00) | Practical Approaches to Information Literacy | Register |
| 10/05/10 (2:00 - 4:00) | Setting Objectives That Make Sense | Register |
| 10/05/10 (2:00 - 4:00) | Management 101: What is Management? | Register |
| 10/07/10 (10:00 - 12:00) | Koha Technical Services Management | Register |
| 10/07/10 (2:00 - 4:00) | OCLC Connexion Client: Automating Repetitive Tasks | Register |
| 10/12/10 (10:00 - 11:00) | Introduction to Koha | Register |
| 10/12/10 (2:00 - 4:00) | Introduction to Audio-Visual Cataloging | Register |
| 10/12/10 (2:00 - 4:00) | Understanding Digital Photographs | Register |
| 10/12/10 (2:00 - 4:00) | Management 101: Leadership | Register |
| 10/13-10/14/10 (10:00 - 12:00) | Security Alert! How to Protect People, Property, and Collections | Register |
| 10/13/10 (10:00 - 12:00) | Caring for Scrapbooks | Register |
| 10/14/10 (2:00 - 4:00) | Changes Ahead with AACR2, RDA and FRBR | Register |
| 10/18/10 (10:00 - 12:00) | Open Source 202: Six Projects for Learning about Open-Source Applications in Public Libraries | Register |
| 10/19/10 (10:00 - 12:00) | Digital Photograph Collections: Access and Standards | Register |
| 10/19/10 (10:00 - 12:00) | The Library As Place | Register |

# Decoder Ring

- Indiana State Library does not keep track of individuals' LEUs
- Each library or librarian will need to tally his or her own LEUs
- Proper certification and continuing education of employees is a requirement of library standards

# Certification

- Questions? Check WebJunction or call or email the Professional Development Office

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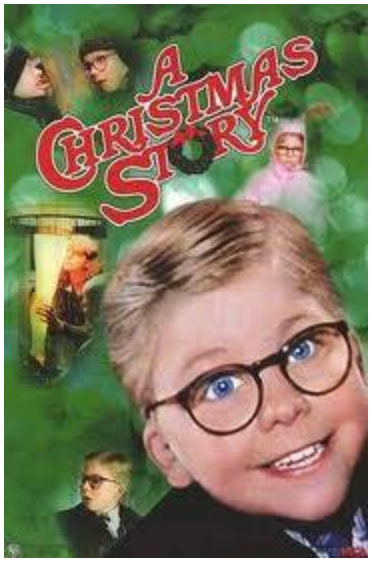
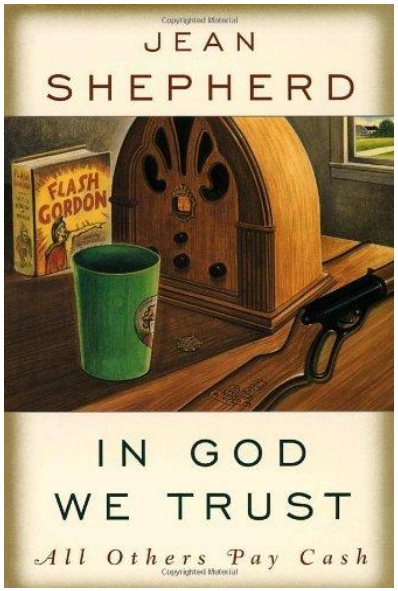
  317-234-6217

# Indiana Humor

***A Christmas Story* is based on the short stories of Indiana author Jean Shepherd**