



# Indiana State Library Certification Manual for Public Library Professionals 2024

Updated June 1, 2024

# TABLE OF CONTENTS

Part 1	Introduction to Indiana Library and Historical Board Certification Rule	Page 3
Part 2	Certification Application Process; Certificate Upgrades and Transfers	Page 6
Part 3	Certification Renewal Process and Audits	Page 8
Part 4	Library Education Units (LEUs)	Page 11
Part 5	Frequently Asked Questions	Page 16
Appendix	A Detailed Summary of Indiana Public Librarian Certification Requirements	Page 19

# PART ONE

## Introduction to Indiana Library and Historical Board Certification Rule

Indiana law has required librarian certification for many years IC 36-12-11-5 requires the Indiana Library and Historical Board (ILHB) to determine and define grades of public library service and set the qualifications that individuals must meet to be employed in each of the grades of public library service. The law requires ILHB to:

- prescribe and define the qualifications of public library directors, branch and department heads, and professional assistants;
- make certification requirements available;
- issue certificates to qualified candidates who apply; and
- adopt rules the board determines are necessary to fulfill these requirements.

The rules are codified in the Indiana Administrative Code (590 IAC 5) and can be read in their entirety at: [http://www.in.gov/legislative/iac/iac\\_title?iact=590](http://www.in.gov/legislative/iac/iac_title?iact=590). The Indiana State Library (ISL) administers the certification program for the ILHB.

The certification rules have gone through three significant review and revision processes, in 2007/2008, 2015/2016, and most recently in 2021/2022. On each occasion a team of library staff, directors, and trustees from various sized libraries throughout Indiana reviewed the certification rules and recommended changes. The ILHB voted to adopt and implement the recommended changes. The information in this manual is based on the current rules that went into effect on January 1, 2023.

### CERTIFICATION REQUIREMENTS

All **Public** 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.

\*There is an exception for lower level staff in public libraries serving a population of 3,000 or less.\*

### 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 district population 3,001 to 10,000

Class C: Libraries serving a district population of 3,000 or less

### WHO MUST BE CERTIFIED?

Directors

Branch or Department Heads

Assistant or Associate Directors

Professional Assistants

Any library staff who spend at least 75% of their time on professional library work

**Certification requirements apply to permanent (non-substitute) professional staff, whether they work full-time or part-time.**

### WHO IS NOT REQUIRED TO BE CERTIFIED?

Archivists and conservators

Human Resources, IT, Marketing, and PR staff

Business office and clerical staff, including

Maintenance workers

administrative assistants and bookkeepers

Substitute or temporary employees and volunteers

Clerks, pages, and circulation staff

### JOB CLASSIFICATIONS DEFINITIONS

#### Director:

The director, as the administrative head of the library, is responsible to the board for the operation and management of the library. There is one library director per library system.

*Directors in Class A libraries must hold LC1*

*Directors in Class B libraries must hold LC2, at minimum*

*Directors in Class C libraries serving a district population 3,001 to 10,000 must hold LC4, at minimum*  
*Directors in Class C libraries serving a district population 0 to 3,000 must hold LC7, at minimum (Alternatively, may hold an LC 1, 2, 3 or 4 (or may hold LC 5 or 6 if issued before January 1, 2023)).*

### **Branch or Department Head:**

This classification includes, but is not limited to, staff classified as assistant or associate directors, branch managers, and department heads. Branch or department heads must keep their certificates current and in good standing.

*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 serving a district population 3,001 to 10,000 must hold LC6, at minimum*

### **Professional Assistant:**

This classification includes, but is not limited to, librarians, paraprofessionals, catalogers, reference assistants, and program coordinators.

Professional assistants devote at least 75% 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 75% of their time on professional library work (see page 15 for further discussion on what constitutes professional library work) must keep their certificates current and in good standing, regardless of number of hours worked per week.

*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 serving a district population 3,001 to 10,000 must hold LC6, at minimum*

## **CREDENTIALS REQUIRED FOR DIFFERENT LIBRARIAN CERTIFICATE LEVELS**

- *Librarian Certificate 1 (LC1)\** – American Library Association (ALA) accredited master’s degree with one of the following;
  - 1) 10 years relevant professional library experience **OR** 2) 6 years relevant professional library experience that includes 3 years as a director or supervising at least 2 staff members who hold MLS degrees.
- *Librarian Certificate 2 (LC2)\** - ALA-accredited master’s degree with 3 years **relevant** professional library experience.
  - *Note Relevant (professional) experience for certification levels LC1 and LC2 is defined as any experience that would have required a certification according to the standards set by the Indiana State library. Other professional work that would not have required certification as a professional librarian will not be considered for these purposes.*
- *Librarian Certificate 3 (LC3)* - ALA-accredited master’s degree.
- *Librarian Certificate 4 (LC4)* - Bachelor's degree from an accredited college or university and 15 college credit hours in library science. The library science courses can be taken as part of the bachelor degree curriculum or before or after.
- *Librarian Certificate 5 (LC5)* – Minimum of 60 hours of college credit and 9 college credit hours in library science. The library science courses can be taken with or after the 60 hours of college credit.
- *Librarian Certificate 6 (LC6)* - High school diploma, GED, or high school equivalency with either 3 years of library experience **OR** 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 9 credit hours in library science.
- *Librarian Certificate 7 (LC7)* - \*This certificate is only available for a new director of a public library serving a population of 3,000 or less. High school diploma, GED, or high school equivalency with 3 years of library experience; **PLUS** during each of the first 3 years of employment must take 10 hours of Indiana State Library sponsored training in subject areas relating to library administration along **with 10 other LEU credits**.

## **SPECIALIST CERTIFICATION LEVELS**

Specialist certificates historically were voluntary and optional. Some local units chose to require them of non-librarian professionals such as human resources, technology, public relations, marketing staff, conservators, or archivists.

As of January 1, 2023, rules concerning specialist certification were repealed and ISL no longer issues new specialist certificates. A library staff member who holds an active specialist certificate that was issued before January 1, 2023, may renew that certificate provided the person meets the requirements for renewal. Specialist certificates are not valid for a new position at another library district or even a job classification change at the staff member's current library district. The staff member should contact the State Library certification department to find out if a regular librarian certificate is required for the new position.

## PART TWO

### *Certification Application Process for New Staff, Certificate Upgrades, and Transfers*

#### NEWLY HIRED STAFF

A new hire whose professional position requires certification has 6 months to apply for an initial temporary permit or 5-year certificate. A person who does not yet meet the certification requirements for a position must apply for a 1-year temporary permit. Temporary permits may be renewed twice for a total of 3 temporary permits per person, per job classification. While holding a temporary permit, a new hire must complete the library science coursework or accumulate the years of experience required for the necessary 5-year certificate.

The **APPLICATION FOR CERTIFICATION OF PUBLIC LIBRARIANS** is available on ISL's Continuing Education website (<http://continuinged.isl.in.gov/certification/>). Alternatively you may request an application by email([certification@library.in.gov](mailto:certification@library.in.gov)).

#### CERTIFICATION FEES

There is a \$50 fee per 5-year certificate, whether for initial application or renewal.

There is a \$10 fee per 1-year temporary permit, whether for initial application or renewal.

ISL accepts personal checks made payable to Indiana State Library.

If they elect and note in email or on application, an online payment option is also available with a fee of \$1.13 assessed on each transaction.

There are 3 options a library may use to pay for staff certification:

1. Draw the money from an unrestricted gift fund;
2. Increase the applicant's salary (no more than \$0.20 per week) to cover the cost of the required certificate; or
3. The Library Friends group may subsidize all or part of a staff member's certification fee.

Per the Indiana State Board of Accounts, a library may not draw from its operating funds to pay for staff certification. As a result, any time you use a library check to pay a certification fee, the library director must provide a written statement that the check was drawn from an unrestricted gift fund.

#### COLLEGE TRANSCRIPTS

The first time you apply for a certificate level that requires college education you must submit your official (sealed, unopened) college transcript(s). To be considered official transcripts **must** be transmitted in one of the following ways:

- the transcript may be sent electronically directly from the school to [certification@library.in.gov](mailto:certification@library.in.gov);
- the transcript may be mailed directly from the school to "Attention: Certification Program;" or
- you may obtain the transcript and convey it to ISL still in its original **sealed, unopened** envelope by enclosing the unopened transcript in a larger envelope along with your application and certification fee.

#### PUBLIC ACCESS TO CERTIFICATION INFORMATION

A staff member's name, certificate number, type, status, and city of work or residence are public information and can be found on the Indiana State Library Certification for Indiana Librarians website, which is known as the Certification Portal (<https://digital.statelib.lib.in.us/certification/>). Personal contact information, academic background, and employment history are not published.

#### REGULAR CERTIFICATES VS. HISTORICALLY EXEMPT CERTIFICATES

ISL issued historically exempt certificates to library staff members employed in professional positions on July 1, 2008. The certificates are known as historically exempt certificates because the staff member was deemed eligible for the

position the staff member held at that time, without having to meet the education and experience requirements for the position. Historically exempt certificates allowed library staff members to remain in their current library district at their current job classification. A staff member who applied for certification after September 30, 2008, or who superseded a historically exempt certificate with a certificate obtained by application has a regular certificate.

#### **TO UPGRADE A REGULAR CERTIFICATE**

A staff member with a regular certificate, who completes additional college-level library science courses or accumulates sufficient years of service may be eligible to upgrade to another certificate level. To upgrade a certificate level (e.g. from LC6 to LC5), a person must submit a completed Application for Certification of Public Librarians (found at <http://continuinged.isl.in.gov/certification/>) and pay the \$50 fee for a new certificate. In addition, a person who applies for an upgrade based on having met additional education requirements must submit an official transcript, being careful to follow the directions provided in the box titled COLLEGE TRANSCRIPTS on page 6 to ensure the transcripts are considered official.

#### **TO TRANSFER A REGULAR CERTIFICATE**

A staff member who holds a regular certificate may transfer the person's current certificate and Library Education Units (LEUs) to the person's next position or employer. An individual who is promoted in job classification (i.e. from professional assistant to branch or department head or to director) must get the number of LEUs required for the job classification the person holds for the majority of the person's 5-year certificate.

A library staff member who is promoted into a position requiring a higher certificate level may need to apply for a temporary permit while they complete the required courses or years of service necessary to qualify for the higher certificate level. To go from holding a 5-year certificate to holding a temporary permit, a person must submit an Application for Certification of Public Librarians (found at <http://continuinged.isl.in.gov/certification/>) and pay the \$10 fee for the new temporary permit.

#### **TO UPGRADE OR TRANSFER A HISTORICALLY EXEMPT CERTIFICATE**

To upgrade the level of a historically exempt certificate, a person must apply for a new certificate. The applicant doesn't need to resend school transcripts if they are already on file with ISL. Upgrading a certificate voids the previous certificate and sets aside the LEUs earned under the previous certificate. As a result, LEUs earned under a historically exempt certificate do not carry over to a new certificate. Instead, a person who upgrades from a historically exempt certificate to a regular certificate level starts a new 5-year education cycle. The person has 5 years from the issue of the new certificate until its expiration in which to earn the number of LEUs required based on the person's job classification.

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

Please provide any changes to your name, email, address, or employment information to certification program staff, by emailing [certification@library.in.gov](mailto:certification@library.in.gov) or calling 800-451-6028 (toll-free in Indiana).

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

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

## PART THREE

### *Certification Renewal Process and Audits*

Librarian certificates are issued and expire on a quarterly schedule. The 5-year LEU cycle for a certificate begins on the day the certificate is issued and expires 5 years from the last day of that quarter.

- **Quarter 1:** Applications and payments received between January 1 and March 31 expire 5 years from March 31.
- **Quarter 2:** Applications and payments received between April 1 and June 30 expire 5 years from June 30.
- **Quarter 3:** Applications and payments received between July 1 and September 30 expire 5 years from September 30.
- **Quarter 4:** Applications and payments received between October 1 and December 31 expire 5 years from December 31.

As of January 1, 2023, a newly hired staff member may count LEUs earned for new staff training toward the renewal of the person's initial temporary permit or an initial 5-year certificate. New staff training refers to training that takes place 6 months prior to the effective date of the person's initial permit or 5-year certificate.

#### **RENEWAL OF HISTORICALLY EXEMPT CERTIFICATES**

On July 1, 2008, staff employed by a library in a position that required certification were issued historically exempt certificates allowing them to continue working at their current library district and in the same job classification. These certificates expired on September 30, 2013 and again on September 30, 2018. Individuals who maintained their historically exempt certificate by renewing it in 2018 are due to renew next by September 30, 2023. Individuals with historically exempt certificates must meet LEU requirements based on their job classification to renew.

#### **RENEWAL REMINDER LETTERS**

As a certified librarian, it is solely your responsibility to keep your certificate current. As a courtesy, the State Library attempts to email a renewal reminder 90, 60 and 30 days prior to expiration to certified librarians who are nearing their expiration dates. However, these emails do not always reach the intended recipient for a variety of reasons. A certified librarian is not absolved from the responsibility to maintain a current certificate because the librarian did not receive a renewal reminder from the State Library.

Please be mindful of the possible consequences to your library of letting your certificate lapse. Your library risks being found out of compliance with public library standards and losing access to services and funds provided by the State Library, such as InfoExpress, E-rate reimbursements, Evergreen, and LSTA grants. The certification team will attempt to contact the librarian whose certification has expired, prior to reaching out to the library director but keeping the state certification team abreast of changes, in email and employment will assist in decreasing these conversations.

#### **RENEWING A TEMPORARY PERMIT**

The Indiana State Library accepts renewal applications for temporary permits through mail or via email. To renew a temporary permit a person must submit each of the following:

1. A completed, signed, and dated Application for Certification of Public Librarians (found at <https://continuinged.isl.in.gov/wp-content/uploads/2015/12/Certification-of-Public-Librarian.pdf>).
2. A personal check in the amount of \$10.00 made payable to the Indiana State Library. Or notice that you would like to pay online.
3. A statement of progress indicating what steps the person took in the previous year toward qualifying for the appropriate 5-year certificate. This statement should be between 3-5 sentences and describe what specific steps and classes you have taken towards your desired certification level.
4. LEU certificates proving the person earned at least 10 LEUs between the date the person's temporary permit was issued and the date it expires. For first permit renewals, certificates earned in the 6 month grace period prior to certification may be used for the second temporary permit. Please retain a copy of the certificate for your records before sending to ISL.



## **RENEWING A 5-YEAR CERTIFICATE**

A person who already holds a 5-year certificate may renew that certificate online or by mail. The cost to renew a 5-year certificate is \$50.00. An additional small fee is charged by our credit card service when you use the State Library's Certification Portal to pay for and renew your certificate online.

Who can renew online?

- Currently only those holding 5 year certificates without any changes to be made to their certificate can renew online. Those holding temporary permits may not renew online but may pay online.
  - If your employer or job classification changed in the past 5 years and your certificate does not reflect these changes you must send in a new application to update these changes.
  - If you have earned enough credits or time in your position to upgrade your certificate you must send in a new application. (eg-from an LC3 to LC2 or from an LC2 to LC1)

### **Renewing online**

If you have not already done so, you will need to set up an account in the State Library's Certification Portal (<https://digital.statelib.lib.in.us/certification/>). An account was created for you when you first applied for certification. A one-page Guide on how to use the portal can be found on ISL's certification webpage (<https://continuinged.isl.in.gov/certification/>). The Guide includes step-by-step instructions for how to set up an account and renew a certificate.

When you log into your account, please use the email address already associated with your record. You can confirm the email address associated with your account by taking note of the email address at which you receive correspondence related to your certificate. For example, at the start of the quarter in which your certificate expires ISL will send a renewal reminder to the email address associated with your record. If you do not know what email address to use, or if you no longer have access to the email address associated with your record, please contact [certification@library.in.gov](mailto:certification@library.in.gov).

### **Renewing by mail**

To renew by mail, you must complete the Application for Certification of Public Librarians (found at <http://continuinged.isl.in.gov/certification/>) and submit it through the mail or via email to [Certification@library.in.gov](mailto:Certification@library.in.gov)

### **Do not send LEU certificates with your application for recertification**

The State Library conducts random audits to verify individual participation in continuing education. If your file is selected for random audit, you will receive a notice of random audit from the State Library and will have 60 days to submit proof that you earned the appropriate amount of LEUs. Due to the random audit process, there is a chance that you will be audited multiple times throughout your career.

Starting January 1, 2023, the window for audits will be 30 days after the later of the following:

- the date the certificate expired, or
- the date the certificate was renewed if the certificate was renewed after it expired.

As a result, a person will be required to wait 90 days after the later of the following:

- the date the certificate expires, or
- the date the certificate was renewed if the certificate was renewed after it expired

before discarding LEU documentation.

Please call certification program staff with your specific questions at 800-451-6028 (toll-free in Indiana), or email [certification@library.IN.gov](mailto:certification@library.IN.gov).

## LEU AUDITS

Each quarter the State Library randomly selects for audit 10% of the people who renewed a 5-year certificate during the previous quarter. The purpose of the audit is to verify that the person being audited obtained the number of LEUs necessary for renewal. If you are audited, you will get an email notifying you of the audit and instructing you what to do. No later than 60 days after receiving this letter, you must send your LEU certificates to the Indiana State Library. Spreadsheets or other unverifiable lists of workshops you have completed will NOT be accepted in lieu of LEU certificates. Accordingly, the Indiana State Library strongly advises each certified librarian to create a file to hold documentation of every class taken and LEU certificate received.

A person who is audited and who fails to produce proof that they completed the required number of LEUs may be subject to disciplinary action under IC 36-12-11. Disciplinary action can include suspension or revocation of the person's certificate, among other possible consequences stated in IC 36-12-11.

All workshops and courses must be approved for LEUs prior to completion in order to be included in your total. LEU credits must be earned between the date your certificate was issued and when it expires. The one exception to this is with first first 5-year certificates in which case, LEUs may be counted if they were earned no more than 6 months prior to the effective date of the first 5-year certificate.

Starting January 1, 2023, please keep all LEU certificates for 90 days after the later of:

- the last date of the quarter your recently renewed certificate expired, or
- the date you renewed your certificate if you renewed it after it expired.

LEUs do not "roll-over" from one education cycle to the next. If an applicant completes more hours than required, the additional hours cannot be counted toward the next renewal cycle.

If you are notified that you have been selected for random audit, please mail your LEU certificates and any conference documentation to:

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

**BEFORE YOU SEND YOUR ORIGINAL LEU CERTIFICATES TO ISL  
IN RESPONSE TO A RANDOM AUDIT,  
PLEASE SAVE A COPY OF THEM FOR YOUR RECORDS.**

## PART FOUR

### *Library Education Units (LEUs)*

Library Education Units (LEUs) refer to units earned by librarians from approved courses, workshops, and other activities in which librarians participate and that are used to establish librarian eligibility for certificate renewal. You alone are responsible for recording and retaining records of your LEUs. **The State Library does not keep this information.**

Whether you have a 5-year certificate or a temporary permit, please keep the following in mind:

- Your education cycle is the period between the date your certificate was issued and when it expires. In order to count toward meeting your requirements, all classes for LEU credit must be completed between these dates.
- Those who are renewing their first temporary permit or 5 year certificate are allowed to count LEUS from the 6<sup>th</sup> month grace period given to them prior to their permit or certificate being issued.
- All workshops and courses must be approved for LEUs prior to completion to be included in your total.
- LEUs do not “roll-over” from one education cycle to the next. If an applicant completes more hours than required, the additional hours do not count toward the next renewal cycle. Nor will a person be allowed to renew a certificate early to begin a new education cycle.

#### **LEU REQUIREMENTS FOR TEMPORARY PERMIT HOLDERS**

To renew an initial temporary permit, a person must submit proof of having completed at least 10 LEUs during the period starting no earlier than 6 months prior to the effective date on the first temporary permit and ending on the date the initial temporary permit expires. A temporary permit holder may not earn LEUs from college level library science courses taken to meet the requirements of the 5-year certificate they are working toward. A temporary permit holder is not eligible to earn LEUs by attending roundtables.

#### **LEU REQUIREMENTS FOR FIVE-YEAR CERTIFICATE HOLDERS**

- Directors must complete 100 LEUs during each 5-year education cycle.
- Branch or Department Heads and Specialists 1, 2, and 3 must complete 75 LEUs during each 5-year education cycle.
- Professional Assistants and Specialist 4 and 5 must complete 50 LEUs during each 5-year education cycle.

Certification rules no longer require certificate holders to take a designated number of TLEUs.

A librarian with a 5-year certificate must retain LEU certificates in compliance with the above listed audit rules. of completion and other written documentation of LEU completion for at least 90 days after the later of the following dates:

1. The end of the certification period during which they were earned; or
2. The actual date on which the certificate was renewed if the certificate was renewed after it expired.

#### **APPROVED LEU COURSE PROVIDERS**

The State Library’s continuing education website has a list of [approved providers](#) who have blanket LEU approval for all offerings. All other library education providers must be evaluated and approved by the Indiana State Library. You can find the Application for Library Education Unit Provider on the State Library’s [LEU Policies webpage](#).

#### **REQUESTING LEU APPROVAL FOR A TRAINING OR WORKSHOP**

The Indiana State Library reviews applications for LEU providers. Please submit applications 30 days in advance of the event you are applying for. The state library will deny any application submitted after the event you are applying for has occurred. If approved, the provider and trainer will be eligible to offer LEU opportunities to Indiana library staff.

A course is approved for a period of 2 years, provided 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 round up to 2 hours after 90 minutes.

Complete the application form for LEU Providers at [Library Education Unit \(LEU\) Approval Form \(office.com\)](http://Library Education Unit (LEU) Approval Form (office.com))  
Please provide all required information on the form in order to receive approval.

Applications for LEU Providers must include the following information:

1. The provider or host organization and name of the “authorized individual” (the person who will sign the LEU certificates)
2. Date of the LEU program and location of the training
3. The name and a brief biography or resume that shows the relevant experience of each trainer
4. A detailed agenda of the course or workshop
5. The length of the program.

#### **LEU APPROVAL IS BASED ON THE FOLLOWING CRITERIA:**

1. General LEU courses provide a participant with knowledge of professional library practices, services, collections, or technical library processes or the ability to deal with people and organizations in a professional capacity (as distinguished from clerical). They can include topics such as reference, cataloging, digitization, management, and finance, along with technical information, patron relations, and health and safety.
2. Non-library related LEU courses will be approved if the subject is not library related but is relevant to library programming, services, or operations. Examples include foreign languages and fitness or wellness classes, history items.

#### **INELIGIBLE WORKSHOPS**

Skills that may help an individual function within a particular organization, but do not advance professional librarianship are not LEU-eligible. Ineligible workshop topics include:

- Internal library policies (e.g., filling out forms specific to your library, front desk training)
- Employee benefits (e.g., open enrollment)
- Programs used in onboarding

#### **LEU OPPORTUNITIES**

LEU courses should be library related. A limited number of non-library related units may be taken for subjects of importance to library programming, services, or operations. Opportunities for LEUs are as follows:

##### **Library science courses from accredited colleges or universities**

- 1 semester credit hour = 15 LEUs (whether the course is taken for college credit or not)
- There is no limit to how many college courses may be used to satisfy continuing education requirements.
- These courses do not require LEU provider pre-approval from ISL.
- An official college or university transcript showing courses taken during the 5-year certificate period will be proof of LEUs earned.
- Note: A temporary permit holder may not earn LEUs from college level library science courses taken to meet the requirements of the 5-year certificate the individual is working toward.

##### **Local, state, and national library association or specialist-subject related conferences**

- 1 hour = 1 LEU
- The organization providing the conference or the conference itself must be on the list of approved providers or have prior LEU approval from ISL.
- In-state library organizations **MAY** issue LEU certificates. See below for information on documenting LEUs when the conference is out of state, online, taken from an organization that is not a traditional library provider, or does not provide a certificate.

### **Workshops, seminars, institutes, lectures, training by certified trainers**

- 1 hour = 1 LEU
- Must be on the list of approved providers or have prior LEU approval from ISL.
- In-state library organizations will usually MAY issue LEU certificates. See below for information on documenting LEUs when the conference is out of state, online, taken from an organization that is not a traditional library provider, or does not provide a certificate.

### **Non-library related subjects of importance to library programming, services, or operations (For example, foreign language, fitness, and wellness.)**

- 1 hour = 1 LEU
- **CAPPED:** Earn up to **10 LEUs** per 5-year certificate period.
- Must be on the list of approved providers or have prior LEU approval from ISL.
- In-state library organizations will usually MAY issue LEU certificates. See below for information on documenting LEUs when the conference is out of state, online, taken from an organization that is not a traditional library provider, or does not provide a certificate.

### **Developing and delivering workshops for conferences, staff in-service training, or any other continuing education opportunity available to library professionals**

- 1 hour program = 1 LEU; 2 hour program = 2 LEUs (The number of LEUs that may be earned developing and delivering workshops matches hour for hour the length of the program.)
- **CAPPED:** Earn up to **5 LEUs** per 5-year certificate period developing and delivering workshops for conferences, staff in-service training, or any other continuing education opportunity available to library professionals.
- If the program is technology related, the LEUs will be Technology LEUs (TLEUs).
- The program agenda and LEU approval letter serve as verification of LEUs.

### **External professional committee work**

- 1 hour = 1 LEU
- **CAPPED:** Earn up to **5 LEUs** per 5-year certificate period.
- This includes serving on a professional organization committee or as a professional organization officer.
- The organization or committee must be library related.
- Participation in professional committee work does not require prior LEU approval from the Indiana State Library.
- A librarian seeking to use external committee or professional organization work should get a certificate documenting the hours served from the committee chair or the professional organization's president, vice president, director, or associate director. Alternately the person could document attendance at a committee meeting by saving a hard copy of the meeting minutes listing the person in attendance.

### **Publishing in a peer reviewed journal**

- Article that is 1000 or more words long = 5 LEUs
- **CAPPED:** Earn up to **5 LEUs** per 5-year certificate period for researching, writing, and publishing a library-related article in a peer reviewed journal. **You may only get LEU credit for one paper per 5-year certificate period.**
- Publishing in a peer reviewed journal does not require prior LEU approval from the Indiana State Library.
- A copy of the article in original form, or a website link if the article was posted online serve as verification of LEUs.

### **Roundtable Meetings**

- 1 LEU per roundtable attended
- **CAPPED:** Earn up to **10 LEUs** per 5-year certificate period attending professional roundtable meetings.
- Professional roundtables do not require prior LEU approval from the Indiana State Library.
- The host library shall create and award LEU certificates for all attending library professionals.
- **Note: Only individuals holding a 5-year certificate are eligible to count LEUs from professional roundtable meetings.**

### **Escorted Library Tours**

- 1 LEU per library tour
- **CAPPED:** Earn up to **5 LEUs** per 5-year certificate period attending escorted library tours.
- Library tours do not require prior LEU approval from the Indiana State Library.
- The staff member conducting the tour shall create and award LEU certificates for all attending library professionals.

## FINDING APPROVED CONTINUING EDUCATION OPPORTUNITIES

Continuing education opportunities are regularly posted to the INpublib listserv (subscribe at <http://www.in.gov/library/listservs.htm>). Check the State Library's [Find Training](#) webpage for additional opportunities.

## DOCUMENTING LEUs EARNED AT CONFERENCES

### Conferences

Please see the list of [Approved Training Providers](#) to make sure the provider is pre-approved. This list includes in-person and virtual conferences. If you plan to attend a conference by a provider who is not listed on Training Providers Approved by ISL, please contact certification program staff to determine whether the event is eligible for LEUs. You may email [certification@library.in.gov](mailto:certification@library.in.gov) or apply for LEU approval. All events are not automatically approved for LEUs. As with all other LEU requests, please request LEU approval at least 30 days in advance of events not already pre-approved. Training that has not been pre-approved by ISL is not eligible for LEUs and ISL is not obligated to honor a certificate issued to a participant at a training that has not been approved.

1. During or after your conference attendance fill out the [Indiana Librarian Conference Form](#). Write your session synopses and retain any conference programs or documentation we could refer to in the event of an audit (e.g. confirmation of registration, conference program). Please do not rely on URLs as a means of documentation for your credits as organizations frequently change their websites and said information may not exist during your audit.
2. Based on the sessions you attended, count up the LEUs you earned. LEUs are awarded hour-for-hour for eligible sessions lasting longer than 30 minutes. LEUs round up to two after 90 minutes. LEUs round up to three after 2.5 hours, and so forth.
3. Keep these documents in your LEU file along with your other LEU certificates. DO NOT send them in to the State Library. You will not receive a certificate from the State Library after national and out-of-state conferences. Only turn them in to the State Library if you are notified your file has been selected for random audit. Unless you are notified of an audit, please do not mail, fax, or email this paperwork to ISL.

### Conference events eligible for LEUs

Keynote speeches, author talks, and substantive workshops are eligible for LEUs. To be eligible, a session must have a specified learning objective and contribute to the field of professional librarianship.

### Conference events ineligible for LEUs

Business meetings, conference registrations and orientations, time spent at vendor booths, and social events without a speaker are NOT eligible for LEUs.

## GETTING CREDIT FOR TAKING A WEBINAR (LIVE OR ARCHIVED)

1. Make sure the program is over 30 minutes long in order to get 1 LEU for it.
2. Verify that the webinar provider is on the list of [Training Providers Approved by ISL for LEUs](#).
3. If the provider is not on the list of approved training providers, fill out the LEU provider form prior to the event to see if the webinar is eligible for LEU credit. If this is an archived event please refrain from watching the recording until you have received a confirmation letter of LEU approval from the State Library.
4. Some webinar providers issue certificates; many do not. If you don't get a certificate from the provider, please follow the instructions below for creating an in-house certificate.

*If an approved provider's certificate lists Professional Growth Points (PGPs), CEUs, Contact Hours, or CPDUs instead of LEUs, we will count them as LEUs.*

## IN-HOUSE CERTIFICATES: DOCUMENTING LEUs FOR AN ONLINE PROGRAM (LIVE OR ARCHIVED)

When a staff member views an online event that is eligible for LEUs (either because the provider is on the list of [Training Providers Approved by ISL for LEUs](#), or because the certification program director has approved the online

program for LEUs) the library's designee in an administrative or Human Resources role may oversee staff attendance and create and award LEU certificates in-house.

If the staff member taking the online program is a library director, the in-house certificate should be signed by the library's HR manager or the President of the Board of Trustees.

LEUs are awarded hour-for-hour for eligible sessions lasting longer than 30 minutes. LEUs round up to 2 after 90 minutes. LEUs round up to 3 after 2.5 hours (and so forth).

Certificates generated in-house may be formatted any way you choose, so long as they contain the following elements:

- Participant's name
- Name of Webinar
- Name of webinar provider (organization)
- Date viewed (and where possible date originally aired)
- Number and type of LEUs earned (must specify LEU or TLEU)
- Proctor/Supervisor's printed name, professional title, and signature

A sample in-house LEU certificate can be found at the end of the Indiana State Library's [LEU Policies webpage](#) under: Sample "In-House" LEU Certificate for Webinars.

## 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, teen, and adult services. Professional library staff must 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, 6, and 7?*

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, LC6 and LC7.

*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 in a way that makes 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. Some directors hold an LC4 while many professional assistants hold an LC1. The rule provides the minimum certification level required for a particular job classification and dictates only the minimum requirement that a person must meet.

*How does an increase in library district size affect staff certification?*

An increase in district size (i.e., moving from Class C to Class B or from Class B to Class A), whether due to population change, expanding the district into unserved townships, or merging 2 or more libraries, doesn’t affect certification requirements of staff who are already certified when the change occurs. A certified staff member isn’t subject to the requirements of the larger district as long as the staff member stays in the same library district at the same or a lower level job classification. New hires must meet the criteria for the new library district size.

*I don’t currently work for a public library; how many LEUs do I need to maintain certification?*

If you are not currently employed in a public library you should get the number of LEUs required by the job classification listed on your certificate. If there is no job classification listed on your certificate, you should earn the number of LEUs that corresponds to the position you last held. If you have not yet worked as a public librarian, you should earn the number of LEUs that corresponds to a position you would be qualified to seek given your credentials.

*Would you consider letting us renew our certifications early if we’ve earned all our LEUs?*

No, you may not renew your librarian certificate early unless you are upgrading to a higher level of certificate. The number of LEUs required for certification renewal is considered a floor. ISL would like to see all librarians strive to attain maximum professional growth by exceeding the minimum number of LEUs required to renew a 5-year certificate.



## **HISTORICALLY EXEMPT CERTIFICATES**

### *What does “historically exempt” mean?*

On July 1, 2008, ISL issued a certificate to every library staff member employed in a professional position. The staff member was not required to hold the education and experience requirements needed to become certified for the position the staff member held on that date. A staff member can keep the historically exempt certificate if the staff member stays in the same library district and continues to hold the same job classification. To keep a historically exempt certificate, any change in the staff member’s position must either be lateral (within the same job classification) or represent a move from a higher job classification to a lower job classification.

Library directors, employed as such before July 1, 2008, were required to meet the previous certification requirements to get a historically exempt certificate. 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.

To keep a historically exempt certificate in good standing, a staff member must obtain the number of LEUs required based on the person’s job classification and renew the certificate every 5 years.

### *May I apply for a new certificate even though I currently hold a historically exempt certificate?*

Yes, a librarian who holds a historically exempt certificate may apply for a new certificate by submitting an application form, the \$50 application fee, and official copies of any necessary college transcripts, being careful to follow the directions provided in the box titled COLLEGE TRANSCRIPTS on page 6 to ensure the transcripts are considered official. The new certificate is a regular certificate (not a historically exempt certificate) so it is not limited to a particular position in a particular library. The new certificate is portable, allowing the staff member to change positions and libraries. When the new certificate takes effect, a new 5-year education cycle also begins. The applicant may accumulate LEUs from the date the newest certificate takes effect.

## **INTERIM DIRECTORS**

### *What are the certification requirements for interim directors?*

An interim director who serves longer than 6 months and does not yet hold the required credentials for the position must apply for a temporary permit. An interim director who already holds the appropriate credentials for the position should obtain or maintain the person’s 5-year certificate.

A library can only keep an interim director who holds a temporary permit for 3 years. If the interim director does not intend to apply for the permanent director position and does not pursue the education required for a director 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?*

Failure to comply with certification requirements is treated as a failure to comply with library standards. Libraries not meeting standards become ineligible to receive or make use of state and federal funding and programs.

## **PAYING FOR CERTIFICATION &-CONTINUING EDUCATION**

### *Can a library pay for staff certificates?*

Per the State Board of Accounts, a library may not draw from its operating funds to pay for staff certification. If you submit a library check to pay for certification fees, please include a written statement from the library director indicating the check was drawn from an unrestricted gift fund and not from the library’s general fund. There are 3 options by which a library may pay for staff certifications:

1. Draw the money from an unrestricted gift fund

2. Increase the applicant's salary to cover the cost of the required certificate (amounting to no more than \$0.20 per week)
3. A library friends' groups may subsidize a portion or the full amount of a staff member's certification fees.

*Can a library 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, library funds made available for college or university class tuition can only be reimbursed after successful completion of the course and may not be paid by the library in advance. A 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?*

You must meet the certification requirements for your new job classification, which may require upgrading your certificate. Please notify the certification program of this change. In addition to keeping your record up to date, certification staff can advise you what steps, if any, you must take to comply with the requirements of your new position.

If you have a regular certificate and you already hold the appropriate level certificate (or higher) as required for your new position, you do not need to apply for a new certificate. Certification program staff will simply modify your information in the portal to reflect your new job title and classification. You can keep the LEUs you have already earned in your current 5-year education cycle. By the date your certificate expires, you must obtain the number of LEUs required for the job classification (professional assistant, branch/department head, or director) you held during the majority of your 5-year certificate.

If you hold a historically exempt certificate or you don't yet meet the criteria for your new job classification, you must apply for a temporary permit while you obtain the required education or years of experience. Within 6 months of starting your new position, you must apply for your first of 3 possible temporary permits. If you need a second or third temporary permit to complete the requirements, you must renew your temporary permit shortly before it expires. When you complete the requirements for your new job classification you do not need to exhaust your remaining temporary permits. You may apply for a 5-year certificate as soon as you complete the requirements.

*If I take a position at another library, what happens to my certificate and my LEUs?*

If you hold a historically exempt certificate, you must apply for a new certificate within 6 months of starting a position at a different library. If you do not meet the criteria for your job classification at your new library, you must apply for a temporary permit while you obtain the required education and years of experience. If you need a second or third temporary permit to complete the requirements, you must renew your temporary permit shortly before it expires. When you complete the requirements for your new job classification you do not need to exhaust your remaining temporary permits. You may apply for a 5-year certificate as soon as you complete the requirements.

## *A Detailed Summary of Indiana Public Librarian Certification Requirements*

### **WHO MUST BE CERTIFIED?**

- Directors, assistant or associate directors, and branch or department heads.
- Professional assistants who spend at least 75% of their time on professional librarian work.

**Certification requirements apply to all permanent (non-substitute) professional staff, whether they work full-time or part-time.**

### **WHO IS NOT REQUIRED TO BE CERTIFIED?**

- Archivists, conservators, clerks, pages, and circulation staff
- Business office and clerical staff (including administrative assistants and bookkeepers)
- Human resources, IT, marketing, and PR staff
- Substitute or temporary workers, volunteers, and maintenance workers

### **NEWLY HIRED & NEWLY PROMOTED STAFF**

Newly hired staff whose professional positions require certification have 6 months to apply for their first temporary permit or 5-year certificate. Individuals who have been promoted to a higher level position may also need to apply for a higher level certificate and have 6 months from the date of the promotion to do so. Individuals who have recently been promoted should contact the State Library to find out if they need to be working toward a higher level certificate.

### **TEMPORARY PERMITS**

A temporary permit lasts one year and is designed to allow a person who doesn't yet meet the certification requirements for a position to hold the position for a limited amount of time while they complete library science courses or accumulate years of experience required for full certification. A temporary permit may be renewed twice for a total maximum of 3 temporary permits per person per job classification level.

An individual applying to renew a temporary permit must submit each of the following:

- A completed Application for Certification of Public Librarians.
- A personal check or money order in the amount of \$10 made payable to the Indiana State Library.
- A statement of progress the individual made in the previous year toward qualifying for the appropriate 5-year certificate.
- LEU certificates proving the individual earned at least 10 LEUs while their certificate was in effect. A first temporary permit holder may also include LEUs earned between the date they started in the position (up to 6 months prior to the first temporary permit effective date) and the date their first temporary permit expires toward the 10 LEUs required to renew the initial temporary permit.

### **DEFINITIONS OF JOB CLASSIFICATIONS**

- **Director:** There is one library director who is the administrative head of the library.
- **Branch or Department Head:** This classification includes but is not limited to staff classified as associate or assistant directors, branch managers, or department heads.
- **Professional Assistant:** 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 75% of their time to professional library work.

## LEU REQUIREMENTS BY JOB CLASSIFICATION

**Directors** must complete 100 LEUs during the 5-year education cycle.

**Branch/Department Heads and Specialists 1, 2, and 3** must complete 75 LEUs during the 5-year education cycle.

**Professional Assistants and Specialists 4 and 5** must complete 50 LEUs during the 5-year education cycle.

## CERTIFICATION REQUIREMENTS BASED ON LIBRARY DISTRICT SIZE

Library District Population	Director	Branch or Department Head	Professional Assistant
Class A (40,000 or more)	LC 1	LC 4	LC 5
Class B (10,001 to 39,999)	LC 2	LC 5	LC 6
Class C (3,001 to 10,000)	LC 4	LC 6	LC 6
Class C (3,000 or less)	LC 7		

## REQUIREMENTS FOR EACH CERTIFICATION LEVEL

LEVEL	EDUCATION	EXPERIENCE
LC 1	MLS +	10 years professional library work experience <b>OR</b> 6 years professional library work experience that includes 3 years administrative experience (as a director or supervisor of at least 2 staff with MLS degrees)
LC 2	MLS +	3 years professional experience
LC 3	MLS	No further requirements
LC 4	Bachelor's degree +	15 hours of college level Library Science credit, taken before, during or after bachelor's degree
LC 5	60 hours of college course credit +	9 hours of college level Library Science credit
LC 6	HS/GED/equivalent +	3 years of library work experience <b>OR</b> 9 hours of college level Library Science credit (any 3 courses)
LC 7*	HS/GED/equivalent +	3 years of library work experience <b>PLUS</b> Each of the first 3 years of employment must take 10 hours of ISL training for library administrators

\*Note: The LC 7 is only available to a new director of a library with a service population of 3,000 or less.