

# Certification Requirements for Public Library Professionals

- ⇒ **Certification changes from life-time to 5-year increments**
- ⇒ **All staff working in a position affected by the new rule on the day it took effect were grandfathered at their current level at their current job title in their current library district. Once a staff person is hired for a new job within their current library district or they are hired at another library district, they would become subject to the new certification education requirements.**
- ⇒ **Continuing education will be required to maintain certification. Approved Library Education Units (LEUs) include: college & university coursework; workshops, seminars, institutes, lectures and training by certified trainers; and other continuing education opportunities as approved by the State Library.**
- ⇒ **The cost changed from \$1.00 for life-time to \$50.00 every 5 years**
- ⇒ **New Librarian Certification Levels (Table on page 2)**
- ⇒ **New classification system: A, B, C – based on population (Table on page 2)**
- ⇒ **Voluntary Specialist Certification Levels (Table on page 2)**
- ⇒ **Public library directors serving populations greater than 10,000 are required to hold an ALA-MLS and directors serving populations less than 10,000 are required to hold a BA and 15 hours of library science courses**
- ⇒ **Library directors, branch heads, department heads and professional assistants must be certified**
- ⇒ **Professional assistant is defined to include positions in which a person devotes more than half of his or her time to work that calls for:**
  1. knowledge of professional library practice, collections and of technical library processes;
  2. ability to deal with people in a professional capacity as distinguished from clerical; and
  3. includes, but not limited to, staff classified as librarians, paraprofessionals, catalogers, reference assistants, program coordinators and department heads responsible for professional library duties.

## Librarian Certification Levels

**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)

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

**Librarian Certificate 3 (LC3)** - ALA-accredited MLS degree (or equivalent)

**Librarian Certificate 4 (LC4)** - Bachelor's degree from an accredited college or university, including 15 semester hours of required library science courses

**Librarian Certificate 5 (LC5)** - 60 hours of college or associate's degree plus 9 semester hours of required library science courses

**Librarian Certificate 6 (LC6)** - High school diploma or GED with 5 years of library experience or 9 semester hours of required library science courses.

## Specialist Certification Levels (Voluntary)

**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

**Specialist 2** – Accredited Master's degree with 3 years' professional experience in subject field

**Specialist 3** – Accredited Master's degree

**Specialist 4** – Bachelor's degree from an accredited college or university, including 15 semester hours of subject field

**Specialist 5** – 60 hours of college or associate's degree plus 9 semester hours in subject field

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