



Indiana State Library

*Certification Manual for Public Library
Professionals*

Updated July 28, 2017

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PART ONE

Introduction to Indiana Library & Historical Board Certification Rule

Indiana law has required librarian certification for decades. IC 36-12-11-5 requires the Indiana Library and Historical Board (ILHB) to determine and define grades of public library service and prescribe the qualifications that individuals must possess to be employed in each of the grades of public library service. The law requires the ILHB to prescribe and define the qualifications of public library directors, branch and department heads, and professional assistants. The law also requires the ILHB to make available the requirements for certification of all grades and issue certificates to qualified candidates who apply. The law further requires the ILHB to 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. The Indiana State Library administers the certification program for the ILHB.

The certification rules have gone through two significant review and revision processes, the first in 2007/2008 and then most recently in 2015/2016. In both cases, a team comprised 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 updated rules that took effect January 1, 2017.

CERTIFICATION REQUIREMENTS

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. *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 |
| Other library staff that spend at least half of their time on professional library work | |

WHO IS NOT REQUIRED TO BE CERTIFIED?

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

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

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.

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, 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.

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

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

CREDENTIALS REQUIRED FOR DIFFERENT LIBRARIAN CERTIFICATE LEVELS

Librarian Certificate 1 (LC1) - ALA-accredited MLS degree with either 10 years professional library experience **OR** 6 years professional library experience that includes 3 years management or supervisory experience.

Librarian Certificate 2 (LC2) - ALA-accredited MLS degree with 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 and 15 college credit hours in Library Science including each required Library Science courses listed below. The Library Science courses can be taken as part of the Bachelor degree curriculum or before or after.

Collection Development (also referred to as Selection and Evaluation of Materials)

Reference and Information Sources

Library Management and Administration

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 and 9 college credit hours in Library Science that include any 3 of the 5 Library Science courses listed below. The Library Science courses can be taken with or after the 60 hours of college credit hours.

Collection Development (also referred to as Selection and Evaluation of Materials)

Reference and Information Sources

Library Management and Administration

Cataloging and Organization of Materials

Children’s Services (also referred to as Materials for Youth)

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) - High school diploma, GED, or high school equivalency with either 3 years of library experience **OR** 9 college credit hours of Library Science courses; **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.

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** Accredited Master’s degree with 6 years of experience in subject field including 3 years of supervisory experience. *Master’s degree must be related to the staff member’s library role.*

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

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

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

PART TWO

Certification Application Process for New Staff and Certificate Upgrades & Transfers

NEWLY HIRED STAFF

A new hire whose professional position requires certification has 6 months to apply for the person's first 1-year temporary or 5-year certificate. An individual who does not meet the certification requirements for a position may apply for a 1-year temporary permit. Temporary permits may be renewed twice for a total not more than 3 temporary permits per person per job classification level. 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 the ISL Continuing Education website (<http://continuinged.isl.in.gov/certification/>). Alternatively you may request an application by phone (317-234-6217) or email (ChHarris@library.IN.gov).

CERTIFICATION FEES

There is a \$50 fee per 5-year certificate for application and each renewal.

There is a \$10 fee per 1-year temporary permit for application and each of 2 possible renewals.

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

Per the Indiana State Board of Accounts, a library may not draw from its operating funds to pay for staff certification.

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

1. Draw the money from a 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.

College Transcripts

To apply for a certificate level that requires college education you must submit your official (sealed, unopened) college transcript(s). Official transcripts may be submitted as follows:

- have the school mail the transcript directly to the Certification Program Director's attention;
- have the school send the transcript electronically to StatewideServices@library.IN.gov; or
- enclose the **sealed, unopened** transcript in a larger envelope along with your application and certification fee.

Indiana Professional Licensing Agency

A staff member's name, certificate number, type, status, and city 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

A staff member who applied for certification after September 30, 2008, or who superseded a grandfathered certificate by application is considered "non-grandfathered staff." Non-grandfathered staff who complete additional Library Science college-level education or accumulate sufficient years of service may be eligible to upgrade to another certificate level. In order 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 \$50 for a new certificate.

NON-GRANDFATHERED STAFF: CERTIFICATE TRANSFERS

A non-grandfathered staff member may transfer a current certificate and Library Education Units to 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 of 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 temporary certification while completing the required courses or years of service necessary to qualify for the higher certificate level. To go from a 5-year certificate to a temporary permit in this situation the person must submit an Application for Certification of Public Librarians (found at <http://continuinged.isl.in.gov/certification/>) and pay \$10 for the new temporary permit.

GRANDFATHERED STAFF: CERTIFICATE LEVEL UPGRADES AND TRANSFERS

To upgrade from the level at which a person was grandfathered, the person must apply for a new certificate. The applicant doesn't need to resend school transcripts that are already on file with the 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 grandfathered certificate do not carry over to the new certificate. Instead, a person who upgrades to a new certificate level will start a new 5-year education cycle. The person will have 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, address, or employment information to the Certification Program Director, Cheri Harris, by emailing ChHarris@library.IN.gov or calling (317) 234-6217 or toll-free in Indiana (800) 451-6028.

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

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

PART THREE

Certification Renewal Process & Audits

Librarian certificates are issued and expire on a quarterly schedule. The five-year LEU cycles for certificates begins on the day the certificate is issued and expires five 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.

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. Individuals on grandfathered certificates are subject to the LEU and renewal certificate requirements.

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 send a renewal reminder letter to certified librarians who are nearing their renewal dates. However, these letters 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 Info Express, e-rate reimbursements, Evergreen, and LSTA grants. An additional consequence is that State Library staff spend valuable time attempting to contact and correspond with expired certificate holders instead of providing other services to Indiana libraries.

RENEWING A TEMPORARY PERMIT

The Indiana State Library accepts renewal applications through mail or in person at the Indiana State Library. To renew a temporary permit you must submit a completed Application for Certification of Public Librarians (found at <http://continuinged.isl.in.gov/certification/>) along with \$10.00.

Beginning in 2018, a person who renews a temporary permit that was issued in 2017, must also submit proof of having attended 10 LEUs. Please photocopy your LEU certificates before sending the originals to the ISL. You must also include a statement indicating what progress you have made in the past year toward qualifying for a 5-year certificate. This statement may be brief and could consist of listing the courses that you have taken.

RENEWING A FIVE-YEAR CERTIFICATE

The cost to renew a 5-year certificate is \$50.00. You may renew a 5-year certificate by completing an Application for Certification of Public Librarians (found at <http://continuinged.isl.in.gov/certification/>) and submitting it through the mail or in person at the Indiana State Library. Alternately, a person who already holds a 5-year certificate may renew that certificate using the Indiana Professional Licensing Agency's automated online system, found here: <http://www.in.gov/pla/3121.htm>.

You may renew online ONLY if each of the following statements apply to you:

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

Please note you will need your certificate number 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>. Please be aware that the Professional Licensing Agency charges a small fee for using the online portal to renew your certificate.

Please do not send your LEU certificates with your application for recertification. The State Library conducts random audits to verify individual participation. If your file is selected for random audit, we will contact you not later than 30 days after your certificate expiration date. If you receive a notice of random audit from the State Library, you have 60 days to submit proof that you have earned the appropriate amount of LEUs. If you do not receive a notice of random audit within 90 days after your certificate expires, you may discard your LEUs from the previous five-year cycle.

Please call Cheri Harris, **Certification Program Director**, with your specific questions at (317) 234-6217 or toll-free in Indiana (800)451-6028, or email her at ChHarris@library.IN.gov.

LEU AUDITS

Each quarter the Professional Licensing Agency randomly selects 10% of the people who submit certification renewals for an audit. 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 a letter in the mail to notify you of the audit and instruct you what to do. Not later than 60 days after receiving this letter, you must mail your LEU certificates to the Indiana State Library. Spreadsheets or other unverifiable lists of workshops 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 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 certificate, among other possible consequences stated in IC 36-12-11.

All classes for LEU credits must be completed between the date your certificate was issued and when it expires. All workshops and courses must be approved for LEUs prior to completion in order to be included in your total. Please keep all LEU certificates for 90 days after your current certificate expires.

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 Director, 140 North Senate Avenue, Indianapolis, IN 46204.

**BEFORE YOU SEND YOUR ORIGINAL LEU CERTIFICATES TO ISL,
PLEASE PHOTOCOPY 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 and will only request it from an individual who has been selected for random audit.

Whether you have a 5-year certificate or a temporary permit, your education cycle is the period of time 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. All workshops and courses must be approved for LEUs prior to completion in order to be included in your total.

Please also keep in mind:

- **LEUs do not “roll-over” from one education cycle to the next.** If an applicant completes more hours than required, the additional hours may not be counted toward the next renewal cycle. Nor will a person be allowed to renew a certificate early in order to begin a new education cycle.
- A librarian with a 5-year certificate must retain LEU certificates of completion, and other written documentation of LEU completion, for at least 90 days after the end of the certification period during which they were earned.
- For a librarian holding a temporary permit, LEUs are considered separate and additional to the required education and experience needed to obtain the permanent certificate.

LEU REQUIREMENTS

- A **Director** must complete 100 LEUs during each 5-year education cycle, including 10 or 20 Technology Library Education Units (TLEUs). (See below to determine which.)
- A **Branch or Department Head** must complete 75 LEUs during each 5-year education cycle, including 10 or 20 TLEUs. (See below to determine which.)
- A **Professional Assistant** must complete 50 LEUs during each five-year education cycle, including 10 or 20 TLEUs. (See below to determine which.)

No matter what your job classification, a certain amount of your LEUs must be TLEUs:

- If your certificate was issued before January 1, 2017 (and expires before January 1, 2022) at least 10 of your total number of LEUs must be TLEUs.
- If your certificate was issued after January 1, 2017 (and expires after January 1, 2022) at least 20 of your total number of LEUs must be TLEUs.

APPROVED LEU COURSE PROVIDERS

In addition to the workshops, conferences, and courses offered by the Indiana State Library, the ISL recognizes other training course providers as appropriate providers of LEUs. Providers with a blanket approval include, among others, ALA and ALA divisions, Association of Rural and Small Libraries (ARSL) Federation of Genealogical Societies, Indiana Library Federation (ILF), Innovative Users Group, OCLC, OverDrive, Digipalooza, Polaris, SirsiDynix, TechSoup, The Library Corporation, Urban Libraries Council, U.S. Census, and WebJunction. College-level Library Science courses, such as those from Indiana University and IVY Tech, are approved for LEUs also. The State Library’s continuing education website has a list of [approved providers](#) who have blanket LEU approval for all offerings. 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 continuing education 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. 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 for Library Education Unit Provider at <http://continuinged.isl.in.gov/certification/> and submit to ChHarris@library.IN.gov (or FAX to 317-232-0002).

Applications for LEU Providers must include the following information:

1. The provider or host organization and signature of the “Authorized Individual” (the person who will sign the LEU certificates)
2. The name and a brief biography or resume that shows the relevant experience of each trainer
3. A detailed agenda of the course or workshop
4. The amount of time (in hours and minutes) it will take to complete the course or workshop

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, among other things.
2. Technology LEU includes, but is not limited to, courses on how to use computer software or hardware, electronic devices, social media, and web development.
3. 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 may include sign language, foreign languages, or fitness and wellness classes.

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 or employee benefits (e.g., filling out library forms, using a library’s intranet, time management software, open enrollment)
- Library tours that do not include a learning component

LEU OPPORTUNITIES

LEU courses should be library related or non-library 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 for credit or not for credit)
- 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 the State Library.
- An official college or university transcript showing courses taken during the 5-year certificate period will be proof of LEUs earned.
- Note: You must hold a 5-year certificate to earn LEUs from college courses.

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

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

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 the State Library.
- In-state library organizations will usually issue LEU certificates. See below for information on how to document these LEUs when the conference is out of state, online, or taken from an organization that is not a traditional library provider.

Non-library related subjects of importance to library programming, services, or operations (For example, foreign language, sign language.)

- 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 the State Library.
- In-state library organizations will usually issue LEU certificates. See below for information on how to document these LEUs when the conference is out of state, online, or taken from an organization that is not a traditional library provider.

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 (TLUEs).
- 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

- 2 or more page article = 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
- 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 provided by means of an Internet website address if the article is online, will 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.

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)
- eReaders, tablets, and mobile devices
- Web development courses
- Integrated Library Systems (e.g., Evergreen, Polaris, SirsiDynix, and any other ILS)
- Any other technology used by libraries or patrons

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](#) web page for additional opportunities.

DOCUMENTING LEUs EARNED AT CONFERENCES

National and out-of-state in-person 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 the ISL Certification Program Director, Cheri Harris, to determine whether the event is eligible for LEUs. You may email her at ChHarris@library.IN.gov or call her at (317)234-6217 or toll free in Indiana at (800)451-6028. All events are not automatically approved for LEUs. Also, 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. As you have done in the past after attending an in-person conference, 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). Because organizations do not keep their conference information online for more than a few months, we will need something to which we can refer.
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. File these documents with your other LEUs. **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. You will only need to 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 send in this paperwork.

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 make a contribution to the field of professional librarianship. Sessions about software, devices, or social media and the like are eligible for Technology LEUs (TLEUs). Sessions pertaining to policies on or funding for technology (not how to use a product) are eligible for general LEUs. If you are not sure, consult this manual or contact the ISL Certification Program Director, Cheri Harris at 317-234-6217 or 800-451-6028 [Indiana only] or ChHarris@library.IN.gov.

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, send information about the program to Cheri Harris at ChHarris@library.IN.gov before you take it, to find out whether it will be eligible for LEUs. Please include a description and a link to the program in your email.
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 them in-house.

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.

DOCUMENTING LEUs FOR AN ON-LINE 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 on-line 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 on-line 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 30 minutes or longer. 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:

- Webinar provider's name
- Proctor/Supervisor's printed name, professional title, and signature
- Name of webinar
- Date originally aired, date viewed, number and type of LEUs obtained
- Participant's name

A sample LEU certificate can be found on the Indiana State Library's web page under: [Sample LEU Certificate](#).

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 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 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. 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.

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

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. The State Library 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.

GRANDFATHERED CERTIFICATES

What does "grandfathered" mean?

On July 1, 2008, every library staff member who was employed in a professional position that required certification was grandfathered. A grandfathered staff member is exempt from the education and experience requirements for the position the staff member held on that date. A staff member retains his or her grandfathered status, as long as the staff member remains in the same library district and holds the same job classification. To remain grandfathered, any change in position must either be lateral (staying within the same job classification) or represent a move from a higher classification to a lower classification.

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 a grandfathered certificate in good standing, a grandfathered staff member must obtain the number of LEUs required for person's job classification and renew the person's certificate every five years.

May I apply as a new applicant even though I was grandfathered in?

Yes, a librarian who is grandfathered may apply for a new certificate by submitting an application form, the \$50 application fee, and any necessary college transcripts. The new certificate is not a "grandfathered" certificate and is not 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 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?

An Interim Director who serves longer than 6 months must apply for temporary certification. A library may keep an Interim Director on a temporary permit for no longer than 3 years. If the Interim Director does not intend to pursue 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. There are 3 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. 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, if library funds are made available college or university class tuition can only be reimbursed after successful completion of the course and not 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. You may need to upgrade your certificate. Please notify the Certification Program Director of this change. In addition to keeping your record up to date, she can advise you what steps you will need to take in order to comply with the requirements of your new position.

If you are not on a grandfathered certificate and you already hold the certificate you need for the job into which you have been promoted, (or have a higher certificate level than what is required for your new job classification), you do not need to apply for a new certificate. If you already have the appropriate librarian certificate for your new position, the Certification Program Director will simply modify the licensing database to reflect your new job classification and you will retain the LEUs you have earned 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 during the majority of your 5-year certificate.

If you hold a grandfathered 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 in order to complete the requirements, you must renew your temporary permit prior to its expiration date. When you complete the requirements for your new job classification before exhausting your 3 possible temporary permits, 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 hold a grandfathered 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 with 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 in order to complete the requirements, you must renew your temporary permit prior to its expiration date. When you complete the requirements for your new job classification before you have exhausted your 3 possible temporary permits, you may apply for the 5-year certificate.

A Detailed Summary of Indiana Public Librarian Certification Requirements

WHO MUST BE CERTIFIED?

Directors, Assistant or Associate Directors, Branch or Department Heads, Professional Assistants
Other staff who spend at least half 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, and pages

Business office and clerical staff, including administrative assistants and bookkeepers

Human resources, IT, marketing and PR staff

Substitute or temporary workers and volunteers, 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 for a single year and is designed to allow a person who doesn't yet meet the certification requirements for a position to work in the position while they complete the Library Science coursework or accumulate the 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.

Please note that beginning January 1, 2018, an individual applying to renew a temporary permit will need to show proof of having completed 10 LEUs. The person also needs to submit a statement indicating the progress he or she has made toward meeting the requirements of the five-year certificate they need.

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, 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 on professional library work.
- **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 half of their time to professional library work.

LEU REQUIREMENTS BY JOB CLASSIFICATION

A **Director** must complete 100 LEUs during each 5-year education cycle

A **Branch or Department Head** must complete 75 LEUs during each 5-year education cycle

A **Professional Assistant** must complete 50 LEUs during each five-year education cycle

- If your certificate was issued before January 1, 2017 (and expires before January 1, 2022) at least 10 of your LEUs must be TLEUs.
- If your certificate was issued after January 1, 2017 (and expires after January 1, 2022) at least 20 of your LEUs must be TLEUs.

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 experience OR 6 years professional experience that includes 3 years administrative experience (i.e. director or supervisor)
LC 2	MLS +	3 years professional experience
LC 3	MLS	
LC 4	BA +	15 hours of college level Library Science credit, taken before, during or after BA Courses must cover each of the following 5 topics: <ul style="list-style-type: none"> • <i>Collection Development (aka Selection & Evaluation of Materials)</i> • <i>Reference and Information Sources</i> • <i>Library Management and Administration</i> • <i>Cataloging and Organization of Materials</i> • <i>Children's Services (aka Materials for Youth)</i>
LC 5	60 hours of college course credit +	9 hours of college level Library Science credit Courses must cover any 3 of the following 5 topics: <ul style="list-style-type: none"> • <i>Collection Development (aka Selection & Evaluation of Materials)</i> • <i>Reference and Information Sources</i> • <i>Library Management and Administration</i> • <i>Cataloging and Organization of Materials</i> • <i>Children's Services (aka Materials for Youth)</i>
LC 6	HS/GED/equivalent +	3 years of library experience OR 9 hours of college level Library Science credit (any 3 courses)
LC 7	HS/GED/equivalent +	3 years of library experience OR 9 hours of college level Library Science credit (any 3 courses) PLUS Each of the first 3 years of employment must take 10 hours of ISL training for library administrators