

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