

## LC 7 REQUIREMENTS

The LC 7 is the minimum certificate required for the Director of a Class C public library with a service district population of 3,000 or less. This credential, designed specifically for Indiana's smallest libraries, took effect on January 1, 2017. Requirements for the LC 7 are:

- A high school diploma or the equivalent;
- Either:
  - 3 years of library work experience; or
  - 9 hours of college level library science courses (equivalent to 3 courses); and
- Each of the first 3 years of employment the new director must take 10 hours of ISL training for library administrators (also referred to as "Administrative LEUs").

To earn the LC7, a new director will need to apply for a temporary certificate 3 years in a row. In order to renew the temporary permit for year 2 and year 3, in addition to the application form, the new director will need to submit the following:

1. A statement of progress made toward meeting 5-year certificate requirements (*required to renew any temporary permit*);
2. Proof of completing 10 general Librarian Education Units (LEUs) or technology LEUs (TLEUs) in any combination during the period of the permit (*required to renew any temporary permit*); and
3. Proof of completing 10 hours of Administrative LEUs (*required only for the LC 7, see list below of eligible programs below*).

At the end of year 3, the new director will apply for a 5-year certificate by submitting a completed application form, payment for the \$50 fee, and for the third and final time proof of completing 10 Administrative LEUs. (Because this is a certificate upgrade not a temporary permit renewal, no statement of progress or proof of completing 10 LEUs or TLEUs is required.)

## ADMINISTRATIVE TRAININGS

The **core** administrative workshops are:

- **New Director's Workshop** (usually taken the first year, usually in August) – 6 – 7 LEUs
- **Annual Bookkeeping & Annual Report Workshop** (take each year, usually in November or December) – 4 LEUs
- **Annual Budget Workshop & Legislative Update** (take each year, usually in June) – 4 LEUs

Find specific dates and registration information for these administrative workshops at <https://www.in.gov/library/lidoworkshops.htm>.

Note: The New Director's Workshop is designed to be taken once in 3 years. The year you take the New Director's workshop you will easily reach 10 Administrative LEUs just by taking **core** administrative workshops. In the other 2 years you should get 8 hours of LEUs by taking **core** administrative workshops. In order to reach the required 10 administrative LEUs in years you don't take the New Director's Workshop, supplement **core** workshops by taking 2 **elective** administrative webinars (live or archived) to reach 10 Administrative LEUs. **Elective** Administrative webinars are ISL webinars that can count toward the Administrative LEUs required for LC 7. These include **any Evergreen course offered by ISL** and the archived webinars listed below.

## SAMPLE CURRICULUM

Year 1	Year 2	Year 3
<p style="text-align: center;"><b>Administrative LEUs</b></p> <ul style="list-style-type: none"> <li>• New Director Workshop (6-7 LEUs)</li> <li>• Annual Bookkeeping &amp; Annual Report Workshop (4 LEUs)</li> <li>• Annual Budget Workshop &amp; Legislative Update (4 LEUs)</li> </ul> <p style="text-align: center;">Total = 14 – 15 Admin. LEUs</p>	<p style="text-align: center;"><b>Administrative LEUs</b></p> <ul style="list-style-type: none"> <li>• Annual Bookkeeping &amp; Annual Report Workshop (4 LEUs)</li> <li>• Annual Budget Workshop &amp; Legislative Update (4 LEUs)</li> <li>• Add 2 <b>Elective</b> Administrative webinars (2 LEUs)</li> </ul> <p style="text-align: center;">Total = 10 Admin. LEUs</p>	<p style="text-align: center;"><b>Administrative LEUs</b></p> <ul style="list-style-type: none"> <li>• Annual Bookkeeping &amp; Annual Report Workshop (4 LEUs)</li> <li>• Annual Budget Workshop &amp; Legislative Update (4 LEUs)</li> <li>• Add 2 <b>Elective</b> Administrative webinars (2 LEUs)</li> </ul> <p style="text-align: center;">Total = 10 Admin. LEUs</p>
<p><b>Temporary Renewal Requirement</b> 6 LEUs or TLEUs in any combination <i>(Administrative LEUs over 10 can count toward this requirement bringing the total to 10.)</i></p>	<p><b>Temporary Renewal Requirement</b> 10 LEUs or TLEUs in any combination</p>	<p><b>No Temporary Renewal Requirement</b> <i>(Because not renewing a temporary permit this year.)</i></p>

## ELECTIVE ADMINISTRATIVE WEBINARS

Elective Administrative webinars include any Evergreen Webinar (live or archived) offered by ISL and the following archived webinars:

Date Recorded:

- 9/23/2019     [Public Libraries in Indiana 101](#) – 1 LEU
- 8/28/2019     [Finding Your Way as a New Supervisor](#) – 1 LEU
- 7/16/2019     [Staff Development Day](#) – 1 LEU
- 7/01/2019     [Libraries and the 2020 Census](#) – 1 LEU
- 5/30/2019     [Community Engagement: Beyond the Buzz](#) – 1 LEU
- 4/16/2019     [AnyAbility: Serving Adults with Disabilities](#) – 1 LEU
- 3/28/2019     [Carefully Crafted Codes of Conduct](#) – 1 LEU
- 1/30/2019     [Beyond the Orientation Checklist](#) – 1 LEU
- 12/19/2018    [30 Ways to Make Your Small Library Extraordinary](#) – 1 LEU
- 12/6/2018     [Technology Competencies & How to Implement Them \(Geared toward management\)](#) – 1 TLEU
- 11/16/2018    [Marketing on a Small Budget](#) – 1 LEU
- 9/5/2018       [Strategic Planning When You Can't Afford a Consultant](#) – 1 LEU

6/29/2018	<a href="#">Guns in Libraries</a> – 1 LEU
3/29/2018	<a href="#">Legal Research Basics for Librarians</a> – 1 TLEU
3/28/2018	<a href="#">How to Conduct a Community Needs Assessment CAN</a> – 1 LEU
2/15/2018	<a href="#">Managing Macroaggressions in the Workplace</a> – 1 LEU
2/6/2018	<a href="#">Ethics 101</a> – 1 LEU
12/20/2017	<a href="#">Certification Made Simple: Need to Know Info about Librarian Certification</a> – 1 LEU
12/6/2017	<a href="#">Writing Policy for Small to Medium Sized Public Libraries</a> – 1 LEU
10/20/2017	<a href="#">How to Create a Successful Staff Day</a> – 1 LEU
10/19/2017	<a href="#">Serving Patrons with Disabilities: Talking Books and Beyond</a> – 1 LEU
6/13/2017	<a href="#">Service to LGBTQ with Kit Malone</a> – 1 LEU
5/22/2017	<a href="#">Serving Immigrant Communities</a> – 1 LEU
5/16/2017	<a href="#">Getting to Know You: Connect with Patrons Experiencing Homelessness</a> – 1 LEU
4/19/2017	<a href="#">From Peer to Leader: Navigating the Pitfalls of the First Time Supervisor</a> – 1 LEU
4/13/2017	<a href="#">Bed Bug Boot Camp</a> – 1 LEU
3/9/2017	<a href="#">Pests in the Library</a> – 1 LEU
12/15/2016	<a href="#">Certification &amp; Standards, 2017 and Beyond</a> – 1 LEU
8/2/2016	<a href="#">Active Shooter Training for Libraries</a> – 2 LEUs
2013	<a href="#">Library Laws: I.C. § 36-12</a> – 1 LEU
2013	<a href="#">Indiana Public Access Laws</a> – 1 LEU

You can review the requirements for all certificates anytime on the ISL Continuing Education website (<http://continuinged.isl.in.gov/certification/>). You are also welcome to contact Cheri Harris anytime by phone (317-234-6217 or toll free 800-451-6028) or email at [ChHarris@library.in.gov](mailto:ChHarris@library.in.gov) with questions regarding your certification status.