

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>Administrative LEUs</p> <ul style="list-style-type: none"> • New Director Workshop (6-7 LEUs) • Annual Bookkeeping & Annual Report Workshop (4 LEUs) • Annual Budget Workshop & Legislative Update (4 LEUs) <p>Total = 14 – 15 Admin. LEUs</p>	<p>Administrative LEUs</p> <ul style="list-style-type: none"> • Annual Bookkeeping & Annual Report Workshop (4 LEUs) • Annual Budget Workshop & Legislative Update (4 LEUs) • Add 2 Elective Administrative webinars (2 LEUs) <p>Total = 10 Admin. LEUs</p>	<p>Administrative LEUs</p> <ul style="list-style-type: none"> • Annual Bookkeeping & Annual Report Workshop (4 LEUs) • Annual Budget Workshop & Legislative Update (4 LEUs) • Add 2 Elective Administrative webinars (2 LEUs) <p>Total = 10 Admin. LEUs</p>
<p>Temporary Renewal Requirement 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>Temporary Renewal Requirement 10 LEUs or TLEUs in any combination</p>	<p>No Temporary Renewal Requirement <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:

- 9/3/2020 [Supporting Homeschool Families](#) – 1 LEU
- 8/14/2020 [Library Reopening Plans](#) – 1 LEU
- 8/10/2020 [The Many Hats of a Library Director](#) – 1 LEU
- 8/10/2020 [Ways to Fill Shelves Without Draining Your Budget](#) – 1 LEU
- 7/28/2020 [Stats in the time of COVID](#) – 1 LEU
- 6/24/2020 [No Secrets! Preparing Your Organization for Your Retirement](#) – 1 LEU
- 2/17/2020 [Library Community Partnerships](#) – 1 LEU
- 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	Guns in Libraries – 1 LEU
3/29/2018	Legal Research Basics for Librarians – 1 TLEU
3/28/2018	How to Conduct a Community Needs Assessment CAN – 1 LEU
2/15/2018	Managing Macroaggressions in the Workplace – 1 LEU
2/6/2018	Ethics 101 – 1 LEU
12/20/2017	Certification Made Simple: Need to Know Info about Librarian Certification – 1 LEU
12/6/2017	Writing Policy for Small to Medium Sized Public Libraries – 1 LEU
10/20/2017	How to Create a Successful Staff Day – 1 LEU
10/19/2017	Serving Patrons with Disabilities: Talking Books and Beyond – 1 LEU
6/13/2017	Service to LGBTQ with Kit Malone – 1 LEU
5/22/2017	Serving Immigrant Communities – 1 LEU
5/16/2017	Getting to Know You: Connect with Patrons Experiencing Homelessness – 1 LEU
4/19/2017	From Peer to Leader: Navigating the Pitfalls of the First Time Supervisor – 1 LEU
4/13/2017	Bed Bug Boot Camp – 1 LEU
3/9/2017	Pests in the Library – 1 LEU
12/15/2016	Certification & Standards, 2017 and Beyond – 1 LEU
8/2/2016	Active Shooter Training for Libraries – 2 LEUs
2013	Library Laws: I.C. § 36-12 – 1 LEU
2013	Indiana Public Access Laws – 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 with questions regarding your certification status.