

A Detailed Summary of Indiana Public Librarian Certification Requirements

A NOTE REGARDING THIS DETAILED SUMMARY

In 2022, the Indiana Library and Historical Board (ILHB) voted to adopt and implement several changes to certification rules. The information in this summary is based on the current rules that went into effect January 1, 2023.

WHO MUST BE CERTIFIED?

- Directors, assistant or associate directors, and branch or department heads.
- Professional assistants who spend at least 75% 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, pages, and circulation staff
- Business office and clerical staff (including administrative assistants and bookkeepers)
- Human resources, IT, marketing, and PR staff
- Substitute or temporary workers, volunteers, and 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 one year and is designed to allow a person who doesn't yet meet the certification requirements for a position to hold the position for a limited amount of time while they complete library science courses or accumulate 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.

An individual applying to renew a temporary permit must submit each of the following:

- A completed Application for Certification of Public Librarians.
- A personal check or money order in the amount of \$10 made payable to the Indiana State Library.
- A statement of progress the individual made in the previous year toward qualifying for the appropriate 5-year certificate.
- LEU certificates proving the individual earned at least 10 LEUs while their certificate was in effect. Beginning January 1, 2023, a first temporary permit holder may also include LEUs earned between the date they started in the position and the date their first permit took effect toward the 10 LEUs required to renew the initial temporary permit.

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, or department heads.

- **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 75% of their time to professional library work.

LEU REQUIREMENTS BY JOB CLASSIFICATION

Directors must complete 100 LEUs during the 5-year education cycle.

Branch/Department Heads and Specialists 1, 2, and 3 must complete 75 LEUs during the 5-year education cycle.

Professional Assistants and Specialists 4 and 5 must complete 50 LEUs during the 5-year education cycle.

There is no longer a requirement for a specific number of Technical Library Education Units (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 library work experience OR 6 years professional library work experience that includes 3 years administrative experience (as a director or supervisor of at least 2 staff with MLS degrees)
LC 2	MLS +	3 years professional experience
LC 3	MLS	No further requirements
LC 4	Bachelor's degree +	15 hours of college level Library Science credit, taken before, during or after bachelor's degree
LC 5	60 hours of college course credit +	9 hours of college level Library Science credit
LC 6	HS/GED/equivalent +	3 years of library work experience OR 9 hours of college level Library Science credit (any 3 courses)
LC 7*	HS/GED/equivalent +	3 years of library work experience PLUS Each of the first 3 years of employment must take 10 hours of ISL training for library administrators

*Note: The LC 7 is only available to a new director of a library with a service population of 3,000 or less.