

# A Detailed Summary of Indiana Public Librarian Certification Requirements

## WHO MUST BE CERTIFIED?

- Directors, assistant or associate directors, branch or department heads, and 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, 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 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 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.

Beginning January 1, 2018, an individual applying to renew a temporary permit must submit each of the following:

- A completed Application for Certification of Public Librarians.
- A check or money order in the amount of \$10 made payable to the Indiana State Library.
- A statement of the progress you made in the past year toward qualifying for a 5-year certificate.
- LEU certificates to prove you have earned at least 10 LEUs during the period of your certificate.

## 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. 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

**Directors and Specialists 1, 2, and 3** must complete 100 LEUs during the 5-year education cycle.

**Branch/Department Heads and Specialists 4 and 5** must complete 75 LEUs during the 5-year education cycle.

**Professional Assistants** must complete 50 LEUs during the 5-year education cycle.

No matter what your job classification is a certain number of your total LEUs earned must be TLEUs as follows:

- At least 10 TLEUs for librarian certificates issued before January 1, 2017 (and that expire before January 1, 2022).
- At least 20 TLEUs for librarian certificates issued after January 1, 2017 (and that expire after January 1, 2022).

#### 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 <b>OR</b><br>6 years professional experience that includes 3 years administrative experience (i.e. director or supervisor of at least 2 staff with MLS degrees)   |
| LC 2  | MLS +                               | 3 years professional experience  |
| LC 3  | MLS                                 |  |
| LC 4  | Bachelor's degree +                 | 15 hours of college level library science credit, taken before, during or after bachelor's degree<br><br>Courses must cover each of the following 5 topics: <ul style="list-style-type: none"> <li>• <i>Collection Development (aka Selection &amp; Evaluation of Materials)</i></li> <li>• <i>Reference and Information Sources</i></li> <li>• <i>Library Management and Administration</i></li> <li>• <i>Cataloging and Organization of Materials</i></li> <li>• <i>Children's Services (aka Materials for Youth)</i></li> </ul> |
| LC 5  | 60 hours of college course credit + | 9 hours of college level library science credit<br><br>Courses must cover any 3 of the following 5 topics: <ul style="list-style-type: none"> <li>• <i>Collection Development (aka Selection &amp; Evaluation of Materials)</i></li> <li>• <i>Reference and Information Sources</i></li> <li>• <i>Library Management and Administration</i></li> <li>• <i>Cataloging and Organization of Materials</i></li> <li>• <i>Children's Services (aka Materials for Youth)</i></li> </ul>  |
| LC 6  | HS/GED/equivalent +                 | 3 years of library experience <b>OR</b><br>9 hours of college level Library Science credit (any 3 courses)   |
| LC 7* | HS/GED/equivalent +                 | 3 years of library experience <b>OR</b><br>9 hours of college level Library Science credit (any 3 courses)<br><b>PLUS</b><br>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.