

Requirements for the LC7 Certificate

A guide for new directors of small libraries

CREDENTIALS REQUIRED FOR DIRECTORS OF SMALL LIBRARIES

A director of a Class C public library with a service district population of 3,000 or less must have either an LC1, LC2, LC3, LC4 or LC7 level certificate. (The only exception is directors certified at the LC5 or LC6 level prior to January 1, 2023.) The LC7 was created in 2017 specifically for directors of Indiana's smallest libraries. Requirements for the LC7 are:

- High school diploma or equivalent;
- 3 years of library work experience; and
- 10 hours of Indiana State Library-sponsored training each year for the first 3 years of employment in subject areas relating to library administration (also referred to as "Administrative LEUs").

TEMPORARY PERMITS

Because the LC7 requires 3 years of ISL-sponsored training, an LC7 candidate will need to hold a temporary permit during the first 3 years while working to become eligible for the 5-year certificate.

Initial Application: To apply for an initial temporary permit, submit a completed application form and \$10 permit fee. The temporary permit starts exactly 6 months after the director is appointed/begins their job as director. In year 1, the director should begin earning both general Library Education Units (LEUs) required to renew the permit and Administrative LEUs.

Renewal / Annual Requirements: To renew the temporary permit for year 2 and year 3, submit the following:

1. A completed certification application form;
2. \$10 permit fee;
3. A **statement of progress** made toward meeting 5-year certificate requirements;
4. Proof of completing **10 LEUs** during the period of the permit (required to renew any temporary permit);
5. Proof of completing **10 hours of Administrative LEUs** (required only for the LC7).

5-YEAR CERTIFICATE

At the end of year 3, apply for a 5-year LC7 certificate by submitting a completed application form, the \$50 certificate fee, and proof of completing 10 Administrative LEUs. (Because this is a new certificate, not a permit renewal, no statement of progress or proof of completing 10 general LEUs is required.)

QUESTIONS?

Review the requirements for all certificates anytime on the ISL Continuing Education website, <http://continuinged.isl.in.gov/certification/>. Contact the certification department by phone (317-234-6217 or toll free 800-451-6028) or by email at certification@library.in.gov with questions regarding your certification status.

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ISL-SPONSORED ADMINISTRATIVE TRAINING

A new director can earn Administrative LEUs two ways: by attending the Core Administrative Workshops and by taking Administrative Webinars.

Core Administrative Training

Workshop	When	Format	Length	Presented By	Registration	LEUs
New Director's Workshop <i>(take only once)</i>	August each year	Two days, Day 1 in person Day 2 online	Day 1 – full day Day 2 – ½ day	Multiple presenters	By invitation	8 Admin LEUs (approx.)
Annual Bookkeeping & Annual Report Workshop	October/November each year	One day, choose online or in person	2 hours in AM + 2 hours in PM	State Board of Accounts (SBOA) and LDO	Online Event Calendar	4 Admin LEUs
Annual Budget Workshop & Legislative Update	May/June each year	One day, choose online or in person	2 hours in AM + 2 hours in PM	Dept. of Local Government Finance and SBOA	Online Event Calendar	4 Admin LEUs

Find specific workshop dates and registration information: <https://www.in.gov/library/ldoworkshops.htm>.

Administrative Webinars

The New Director's Workshop is designed to be taken once in 3 years. In that year, the director will easily reach 10 Administrative LEUs just by taking core administrative workshops. To reach the required 10 Administrative LEUs in the other years, the director should supplement core workshops by taking either:

- **Any Evergreen Webinar** (live or archived), https://evergreenindiana.org/?page_id=5877, or
- Any of the **Archived Administrative Webinars (listed on pages 3-4)**, <https://continuinged.isl.in.gov/find-training/archived-trainings/>.

Sample Curriculum

Year 1	Year 2	Year 3
Administrative LEUs: <ul style="list-style-type: none"> • New Director Workshop (8) • Annual Bookkeeping & Annual Report Workshop (4) • Annual Budget Workshop & Legislative Workshop (4) 	Administrative LEUs: <ul style="list-style-type: none"> • Annual Bookkeeping & Annual Report Workshop (4) • Annual Budget Workshop & Legislative Workshop (4) • Any 2 Evergreen or Archived Administrative Webinars (2) 	Administrative LEUs: <ul style="list-style-type: none"> • Annual Bookkeeping & Annual Report Workshop (4) • Annual Budget Workshop & Legislative Workshop (4) • Any 2 Evergreen or Archived Administrative Webinars (2)
Temporary Permit Renewal: <ul style="list-style-type: none"> • 4 LEUs of your choice 	Temporary Permit Renewal: <ul style="list-style-type: none"> • 10 LEUs of your choice 	Temporary Permit Renewal: <ul style="list-style-type: none"> • No renewal requirement
Total Training: <ul style="list-style-type: none"> • 16 Administrative LEUs • 4 LEUs 	Total Training: <ul style="list-style-type: none"> • 10 Administrative LEUs • 10 LEUs 	Total Training: <ul style="list-style-type: none"> • 10 Administrative LEUs

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List of Archived Administrative Webinars

Recorded	Title
9/12/2023	Grants for Public Libraries – 1 LEU
8/30/2023	Writing Policy Without Worry – 1 LEU
6/20/2023	Certification and LEUs: Getting and Staying Certified – 1 LEU
2/22/2023	Facilitating Community Inquiry: Using Questions to Support Change – 1 LEU
9/28/2022	Beginner’s Guide to Being in Charge – 1 LEU
8/31/2022	Best Practices for Preserving Board Minutes – 1 LEU
7/27/2022	Retirement on the Horizon? A Public Library Director’s Primer – 1 LEU
3/30/2022	The Ins and Outs of On and Offboarding – 1 LEU
2/9/2022	EBSCO Usage Statistics and Reports – 1 LEU
1/12/2022	(INSPIRE) Online Administrative Overviews: EBSCOadmin – 1 LEU
12/16/2021	First Amendment Audit – 1 LEU
10/7/2021	How Do I Count This? Updated Guidelines for Programming Stats – 1 LEU
9/30/2021	ISL Certification Portal: Introduction and Walk-Through – 1 LEU
9/29/2021	Navigating Fiscal Body Approval for Library Bonds – 1 LEU
7/28/2021	How IARA Can Help Your Library: Indiana Archives & Records Administration – 1 LEU
6/24/2021	Is This Sexual Harassment? The Library Edition – 1 LEU
5/11/2021	Critical Hit: Using Dungeons and Dragons for Training and Evaluation – 1 LEU
4/7/2021	Affordable After-Hours Pick-up Service – 1 LEU
3/31/2021	IT Security and Working from Home – 1 LEU
3/18/2021	A Whole Lotta Sugar in My Library Lemonade – 1 LEU
2/18/2021	COVID 19 Vaccination Policies: What to Consider – 1 LEU
1/27/2021	Facilitating a Discussion about Facilities – 1 LEU
12/22/2020	Impacting Lives One Teen at a Time: What Directors Should Know – 1 LEU
12/15/2020	Services from the Indiana State Library – 1 LEU
9/29/2020	Political Activity in the Library – 1 LEU
9/3/2020	Supporting Homeschool Families – 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
6/24/2020	No Secrets! Preparing Your Organization for Your Retirement – 1 LEU
3/4/2020	Presenting Data Effectively – 1 LEU
2/26/2020	Finding and Serving Hidden Patrons – 1 LEU
2/17/2020	We Are in This Together – Advocating for Libraries on the Local, State and National Level – 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
5/30/2019	Community Engagement: Beyond the Buzz – 1 LEU
5/16/2019	More Than #MotivationMonday: Motivating Your Team Any Day of the Week – 1 LEU
4/16/2019	AnyAbility: Serving Adults with Disabilities – 1 LEU
3/28/2019	Carefully Crafted Codes of Conduct – 1 LEU
3/14/2019	Organize Your Work Life, and Set Yourself Free – 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 LEU
11/16/2018	Marketing on a Small Budget – 1 LEU

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11/8/2018	Creating a Coaching Culture – 1 LEU
9/5/2018	Strategic Planning When You Can't Afford a Consultant – 1 LEU
6/29/2018	Guns in Libraries – 1 LEU
5/10/2018	Above and Beyond: Developing a Culture of Organizational Citizenship – 1 LEU
3/29/2018	Legal Research Basics for Librarians – 1 LEU
3/28/2018	How to Conduct a Community Needs Assessment CAN – 1 LEU
2/15/2018	Managing Microaggressions in the Workplace – 1 LEU
2/6/2018	Ethics 101 – 1 LEU
12/6/2017	Writing Policy for Small to Medium Sized Public Libraries – 1 LEU
11/28/2017	Change Management: Anything Can Happen in the Zone – 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
8/9/2017	Just Ask: Partnerships That Provide Funding and Opportunity – 1 LEU
7/26/2017	Interlocal Agreements – 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
8/2/2016	Active Shooter Training for Libraries – 2 LEUs