Public Library Certification Manual

6th Edition

OKLAHOMA Department of Libraries

INSTITUTE of Museum and Library SERVICES

OKLAHOMA OLA EST 1907 LIBRARY ASSOCIATION

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Purpose

It is the vision of the Oklahoma Library Association and the Oklahoma Department of Libraries that public libraries in this state be administered and staffed by trained personnel. To keep abreast of trends, developments, and legislation, library staff must increase their skills and knowledge through continuing education. A well-educated staff upgrades the library profession, enriches the individual librarian, and promotes quality library service. Thus, the goals of this continuing education program are …

- to improve library service throughout the state;
- to motivate public librarians to acquire, maintain, and develop their skills through continuing education;
- to recognize public librarians who, on a continuing basis, update their knowledge and skills in order to provide better library services to their patrons;
- to improve the public image of librarians and libraries;
- to provide guidelines for public library boards and supervisors to use in selecting and retaining personnel;
- to aid in structuring library educational programs to better meet the educational needs of librarians.

The Continuing Education Board believes that any person working in Oklahoma's public libraries will benefit from the continuing education program and thus encourages all library staff to participate.

Applying for Certification

All library staff may apply for certification. Certificates will be issued to those who meet the following qualifications for the appropriate levels. Certificates will be issued upon satisfactory completion of all requirements.

1. Complete the **Certification Application Form**
2. Email the form, copies of proof of attendance, or a copy of transcript or degree (optional for level III, required for level IV–VII) to **ODL.education@libraries.ok.gov**.

The certificate will expire after three years unless renewed.

Please note: Employment in a public library is *not required* to receive certification.

Certification Levels

1	• Successful completion of the Public Library Academy
2	• Successful completion of the Public Library Academy and 3 years public library experience –or– • Library technical assistance certificate/associate degree –or– • 6 hours of library courses
3	• Successful completion of the Public Library Academy and 5 years public library experience –or– • Successful completion of the Public Library Academy and a bachelor's degree –or– • Library technical assistance certificate/associate degree and 5 years public library experience
4	• Bachelor's degree in library/information science (LIS) –or– • Master's degree in a subject other than LIS with minimum 15 hours of LIS coursework
5	• Master's degree in library/information science (MLS/MLIS)
6	• Master's degree in library/information science and 3 years public library experience after the MLS/MLIS
7	• Master's degree in library/information science and 6 years (3 administrative) public library experience after the MLS/MLIS –or– • Master's degree in library/information science, certificate of advanced study, and 5 years (3 administrative) public library experience after the MLS/MLIS

Applying for Renewal

1. Complete the **Certification Renewal Form**
2. Gather copies of proof of attendance for 36 contact hours of applicable continuing education. (1 contact hour = .12 CEU) If formal library education has been acquired since initial certification, make a copy of the transcript/degree.
3. Email documents and renewal form to **odl.education@libraries.ok.gov**

Medals are awarded as renewals progress.

Bronze = 3 years	Diamond = 12 years
Silver = 6 years	Platinum = 15 years
Gold = 9 years	Lifetime = 18 years

Anyone receiving Lifetime certification is no longer required to renew. Lifetime certificates never expire.

Request for Contact Hour Approval

Any certificates received from training which include number of contact hours and/or CEUs do not require a separate contact hour certificate from Oklahoma Department of Libraries.

1. Complete the **Contact Hour Request Form**
2. Gather copies of proof of attendance and, if applicable, an agenda.
3. Email to **odl.education@libraries.ok.gov**

Request for Program Approval

Libraries providing direct staff training, or individuals providing direct staff training, must receive approval before being issued a contact hour certificate to distribute at the end of the training.

1. Complete the **Program Approval Form**
2. Provide a copy of agenda.
3. Email to **odl.education@libraries.ok.gov** at least four weeks prior to training.

Public Library Academy

The Public Library Academy is a series of classes held on a regular yearly schedule at different locations throughout Oklahoma, as well as asynchronously via Niche. It is administered by the ODL Continuing Education Coordinator. Academy classes may be used toward the original certification of Levels I, II or III. Classes in the Public Library Academy are not normally part of the process for levels IV, V, VI, or VII but, upon approval, may be used to renew.

Academy classes are funded through the Library Services and Technology Act, or subsequent federal grants, and will be offered at no cost to class participants.

How to Think Like a Librarian—prerequisite for other classes (2 hours)

Collection Development (4 hours)

Computers and Electronic Resources (4 hours)

Current Trends in Libraries (1.5 hour webinar)

Legislation Affecting Public Libraries (2 hours)

Interpersonal Skills (4 hours)

Programming and Outreach (4 hours)

Public Library Administration (4 hours)

Reference and Reader's Advisory (4 hours)

A confirmation of attendance will be issued for each of the 9 institute classes. Participants are required to keep all confirmations. Upon completion of the academy classes, confirmations of attendance, along with the Certification Application Form, and fee, should be mailed/emailed to the Continuing Education Coordinator.

If you have questions
after reading this manual, please email:
Continuing Education Coordinator
odl.education@libraries.ok.gov

Special Thanks and Acknowledgments

Thank you to the librarians who have served as coordinators and board members.

In 1992, the Oklahoma Library Association and Oklahoma Department of Libraries formed a partnership to create formal training in practical library skills. The First Institute in Public Librarianship classes were implemented in 1996. This manual was prepared by the Certification Implementation Committee. The Committee was appointed by the executive boards of the Oklahoma Library Association and the Oklahoma Department of Libraries and included the following people:

Marilyn Shackelford, Tulsa City-County Library, Chair
Kay Boies, Executive Director, Oklahoma Library Association
Marilyn Hamlin, Duncan Public Library
Donna Morris, Metropolitan Library System
Elizabeth Neff, Buckley Public Library; replaced by Carol Burgess, Arkoma Community Library
Lola Hill, Stigler-Haskell County Public Library
Kathryn Ramsey, Hominy Public Library
Dee Ann Ray, Western Plains Library System
Jan Sanders, Bartlesville Public Library
Donna Skvarla, Oklahoma Department of Libraries
Pat Smith, Mangum Public Library
Robert Swisher, University of Oklahoma
Ginny Dietrich, CE Specialist, Oklahoma Department of Libraries

In 2008 two evaluation methods were used to update the Institute in Public Librarianship. Dr. Barbara Ray, Professor of Library Media at NSU—Broken Arrow, and Professor Melissa Huffman, Director of Library Technical Assistant Program at Rose State College, evaluated and updated the 7 basic IPL classes. The 2nd Revised Edition was then approved by Certification Board members:

Wendy Devine, Coweta Public Library
Michelle Miller, Jay C. Byers Memorial Library
Terri Crawford, Watonga Public Library
Kathy Megli, Western Plains Library System
Cathy Van Hoy, CE Specialist, Oklahoma Department of Libraries
Pat Williams, CE Specialist, Oklahoma Department of Libraries

In 2010, the 3rd Revised Edition was approved by Certification Board members:

Lois Bannister, Garland Smith Public Library
Jan Bryant, Muskogee Public Library
Regina Norman, Langley Public Library
Rhonda Schmidt, Cordell Public Library

In 2013, the 4th Revised Edition was approved by Certification Board members:

Audrey Beebe, Hennessey Public Library
Alyson Hayes, Chickasaw Regional Library System
Jackie Kropp, Moore Public Library
Sara Schieman, Mabel C. Fry Memorial Library

In 2018, the 5th Revised Edition changes were:

- *How to Think Like a Librarian* is now a 6 hour class
- All classes will now be presented in PowerPoint format
- There will no longer be advanced classes

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The 5th Revised Edition was approved by Certification Board members:

Candy Ford, Guthrie Public Library
Lori Maederer, Pioneer Library System
Kathy Atchley, Western Plains Library System
Leslie Langley, Southeastern Public Library System
Cathy Van Hoy, CE Specialist, Oklahoma Department of Libraries
Wendy J. Noerdlinger, CE Specialist, Oklahoma Department of Libraries

In 2022, the 6th Revised Edition changes were:

- Added medals into manual
- Changed CEUs to contact hours
- Changed required hours to 36 for renewal
- *How to Think Like a Librarian* is now 2 hours and a prerequisite
- Current Trends will be via a webinar with a speaker on trending topics
- Laws and Legislation will be a two hour class

The 6th Revised Edition was approved by Certification Board members:

Leanne Cheek, Pioneer Library System
Misty Crider, Western Plains Library System
Leslie Durham, Elgin Community Library
Gail Oehler, Southern Oklahoma Library System
Sam Karns, Oklahoma Department of Libraries
Brad Thomas, Tulsa City-County Library System
Jenny Regier, Cherokee City County Public Library

Certification Application Form

Complete this form and submit along with a copy of your transcript/diploma or confirmation of attendance at Public Library Academy classes to **ODL.education@libraries.ok.gov**.

Name: _____

E-mail address: _____

Library where currently employed: _____

Library System: _____

Years of library experience: _____

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certificate.

_____

Applicant Signature

_____

Date Signed

Certification Renewal Form

Complete the following form and submit along with copy of transcript/degree, if applicable, and confirmations of attendance (totaling 36 contact hours) to **ODL.education@libraries.ok.gov**.

Name [Last, First, MI]: _____

Name change from certification or last renewal? [Y] [N]

Prior name_____

E-mail Address: _____

Library: _____

System: _____

Total Years of Library Experience: _____ Total Number of Contact Hours: _____

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certificate.

_____

Applicant Signature

_____

Date Signed

Request Form for Contact Hours Approval

Contact Hours Awarded [ODL Staff Only]: _____

If you attended continuing education that did not issue contact hour or CEU credit, complete the following form and submit to the Continuing Education Coordinator.

Scan a copy of the program brochure/agenda or your record of attendance and email it to **ODL.education@libraries.ok.gov**.

A confirmation showing the number of contact hours awarded will be emailed to you.

Name [Last, First, MI]: _____

E-mail Address: _____

Library: _____

Name of Program/Conference: _____

Location: _____

Dates: _____ Sponsored by: _____

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Please list, by title or a short description, each class or program attended with the actual time spent in each class –or– provide an agenda with breakdown of time spent.

Title or Brief Description	Start of Class	Time Class Ended

How does this program relate to your current/future job responsibilities?

I hereby certify that the above information is true and correct to the best of my knowledge.
I understand that any false statements may result in denial or revocation of the certification.

Applicant Signature

Date Signed

To the Applicant: Confirmation Certificate should be saved.
Send a copy of certificate with the Certification Renewal Form when renewing your certification.

Program Application Form

Contact Hours Awarded [ODL Staff Only]: _____

Complete form and **submit at least 6 weeks prior to program presentation**.
Email it to **odl.education@libraries.ok.gov**.

Organization Offering Program: _____

Program Contact Person: _____

Telephone: _____ E-mail: _____

Program Title: _____

Date of Program: _____ Time: _____ Instructional Hours: _____

Location (city and facility): _____

Target Group: _____

Charge per Participant: $_____

More on Back

Learning Objectives—at the end of the program, participants will be able to:

Subject Matter and Methods to be Used [if needed, attach an agenda or outline including specific times, topics, and methods]:

Instructional Staff [names and rationale for choice]:

Applicant Signature

Date Signed