PUBLIC LIBRARY CERTIFICATION

Manual

7th Edition

OKLAHOMA
Department of
Libraries

INSTITUTE of
Museum and Library
SERVICES

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OKLAHOMA
LIBRARY ASSOCIATION

Contents

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. Upload certificates to the **Public Library Academy Dashboard** to track progress towards initial certification using the **Public Library Academy Course Attendance Form**
2. Once all classes have been completed, submit the **Certification Application Form**
3. Include copies of proof of attendance (if not already uploaded to the dashboard), or a copy of an unofficial transcript or degree (optional for levels II & III, required for level IV-VII)

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
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

Certifications are good for 3 years. Individuals must provide proof of attendance for 36 contact hours of applicable continuing education to be eligible for renewal. *(Anyone receiving Lifetime certification is no longer required to renew. Lifetime certificates never expire.)*

1. Use the **Library Certification Dashboard** to check certification status, track contact hours, and apply for certification or renewal.
2. Use the Request/Submit Contact Hours to track contact hours towards
3. Complete the **Certification Renewal Form**. If formal library education has been acquired since previous certification, upload a copy of an unofficial transcript/ degree.

Medals are awarded as renewals progress.

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

Submit or Request Contact Hour Certificates

Any certificates received from training which include the number of contact hours can just be submitted and do not require a separate certificate from Oklahoma Department of Libraries.

1. Gather copies of proof of attendance and, if applicable, an agenda
2. Complete the **Contact Hour Request Form**

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 certificate of attendance will be issued for each of the 9 institute classes. Participants are required to keep all certificates. These certificates can be uploaded as courses are completed through the Public Library Academy dashboard -or- upon completion of the academy classes, all uploaded at once using the online certification form.

> 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, Chair, Tulsa City-County Library

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 Prof. 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 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

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

In 2024, the 7th Revised Edition changes were:

- Removed PDF forms and added links to online forms and the certification dashboards
- Updated certification level requirements for level II

The 7th Revised Edition was approved by Certification Board members:

Leanne Cheek, Pioneer Library System
Jackie Kropp, Tulsa City-County Library System
Jenny Regier, Cherokee City County Public Library

Conner Kirk, Western Plains Library System
Blair Henson, Guymon Public Library & Arts Center
Paige Harkins, CE Coordinator, Oklahoma Department of Libraries