

# ARTICLE 5. LIBRARIAN CERTIFICATION

## Rule 1. Definitions

### 590 IAC 5-1-1 Applicability

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 1. The definitions in this rule apply throughout this article. (*Indiana Library and Historical Board; 590 IAC 5-1-1; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

### 590 IAC 5-1-2 "Accredited college or university" defined

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 2. "Accredited college or university" means a college or university that qualifies for membership in the North Central Association of Colleges and Schools or other regional or national associations of similar rank. These associations and the colleges and universities they have accredited are listed in the latest edition of the publication "Accredited Postsecondary Institutions and Programs" by the United States Department of Education. (*Indiana Library and Historical Board; 590 IAC 5-1-2; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; errata filed Jul 25, 2008, 1:45 p.m.: 20080820-IR-590070756ACA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

### 590 IAC 5-1-3 "Accredited library education" defined

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 3. "Accredited library education" means study on the graduate level taken at an American Library Association (ALA) accredited library school and validated by a diploma or certificate awarding a masters of library science degree or equivalent. (*Indiana Library and Historical Board; 590 IAC 5-1-3; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

### 590 IAC 5-1-4 "Accredited library school" defined

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 4. "Accredited library school" means a professional school of librarianship that is approved by the Committee on Accreditation of the American Library Association, or a school that was approved at the time courses were taken that are submitted to fulfill the Indiana certification requirements. Accredited status is retroactive to cover the academic year preceding the one in which the accreditation visit to the library school was made. (*Indiana Library and Historical Board; 590 IAC 5-1-4; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

### 590 IAC 5-1-5 "Administrative experience" defined

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 5. "Administrative experience" means experience attained as a director or by supervising the work of other persons, at least two (2) of whom possess an American Library Association accredited master's degree or its equivalent or a valid equivalent of such experience that is accepted by the Indiana library and historical board. (*Indiana Library and Historical Board; 590 IAC 5-1-*

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5; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)

**590 IAC 5-1-6 "Approved library science education" defined**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 6. "Approved library science education" means core competency instruction in library science taken in an institution approved to give such library science instruction. This approval may be either accreditation of the institution by the American Library Association to give graduate library education, or approval by the Indiana state commission on higher education to give graduate or undergraduate courses in library science, or approval by another accrediting agency for postsecondary education. Such approved Indiana courses in library science taken in fulfillment of the Indiana teachers' licensing requirements for school library service shall be accepted for purposes of public library certification, except as established in section 8(2)(A) of this rule with respect to the requirement of a course in public library administration for a Librarian Certificate 4 of a public library. Similar approved courses in library science taken outside of Indiana may be accepted at the discretion of the Indiana library and historical board. (*Indiana Library and Historical Board; 590 IAC 5-1-6; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; errata filed Jul 25, 2008, 1:45 p.m.: 20080820-IR-590070756ACA; errata filed Oct 2, 2008, 7:08 a.m.: 20081022-IR-590070756ACA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

**590 IAC 5-1-7 "College credits" defined**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 7. "College credits" means the computation of the number of years of academic college work. Thirty (30) semester hours or forty-five (45) quarter hours is considered a year of work, provided, however, that the award of a baccalaureate degree is required as evidence of completion of four (4) years of college work. (*Indiana Library and Historical Board; 590 IAC 5-1-7; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

**590 IAC 5-1-8 "Creditable library education" defined**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 8. "Creditable library education" refers to the kind and the amount of library education, which, together with academic education and creditable experience, is recognized by the Indiana library and historical board in determining the grade of certificate to be granted. The Indiana library and historical board recognizes the following types of library education:

- (1) Accredited library education, as defined in section 3 of this rule, which is an American Library Association accredited masters of library science or its equivalent. This professional education relates to the Librarian Certificates 1 through 3 grades.
- (2) Approved library science education, as defined in section 6 of this rule, which requires designated amounts of study in library science and relates to Librarian Certificates 4 through 6 grades. Three (3) levels of such study are recognized and are designated as intermediate library education, minimum library education, and introductory library education as follows:

(A) As used in this section, "intermediate library education" means at least fifteen (15) semester hours or twenty (20) quarter hours of approved library science education and shall consist of courses embracing five (5) areas of study, namely:

- (i) selection and evaluation of media;
- (ii) cataloging and organization of materials;
- (iii) public library administration;
- (iv) reference and information sources; and
- (v) children's materials;

at least three (3) semester hours or four (4) quarter hours each. Persons who are not candidates for administrative

positions may substitute some other course approved by the Indiana library and historical board for the course in public Indiana library administration. Certificates will show such substitution. Subsequent eligibility to a position requiring Librarian Certificate 4 shall require removal of the deficiency by taking the specified course. Intermediate library education is recognized as basic general preparation for librarianship that meets specified certification requirements above the level of minimum library education.

(B) As used in this section, "minimum library education" means at least nine (9) semester hours or twelve (12) quarter hours of approved library science education, taken with or after completion of two (2) years of academic education in an accredited college or university. This education is designated to meet the minimum essential needs of small public libraries for purposes of certifying positions of Librarian Certificate 5. As such, minimum library education shall consist of courses embracing at least three (3) of the following areas of study, namely:

- (i) selection and evaluation of media;
- (ii) reference and information sources;
- (iii) public library administration;
- (iv) children's materials;
- (v) cataloging and organization of materials;

at least three (3) semester hours or four (4) quarter hours each. The same provisions relating to substitution for the course in public library administration shall apply to minimum library education as apply to intermediate library education.

(C) As used in this section, "introductory library education" means at least nine (9) semester hours or twelve (12) quarter hours of approved library science education, taken through an accredited college or university. Courses that educate the Librarian Certificate 6 in job responsibilities, the function and theory of public library operations, and the overall mission of the public library will be accepted.

*(Indiana Library and Historical Board; 590 IAC 5-1-8; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; errata filed Jul 25, 2008, 1:45 p.m.: 20080820-IR-590070756ACA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; filed Aug 22, 2016, 11:27 a.m.: 20160921-IR-590150446FRA, eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-1-9 "Professional position" defined**

Authority: IC 36-12-11-5  
Affected: IC 36-12-11

Sec. 9. "Professional position" includes staff classified as directors, branch heads, department heads of a public library system, and professional assistants. *(Indiana Library and Historical Board; 590 IAC 5-1-9; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-1-10 "Specialist" defined**

Authority: IC 36-12-11-5  
Affected: IC 36-12-11

Sec. 10. "Specialist " means study beyond the secondary level in subject areas that provide specialized expertise in libraries, including, but not limited to, business administration, history, fine arts, and audio-visual media. Positions that may be included in the specialist category are as follows:

- (1) Business manager.
- (2) Archivist.
- (3) Computer specialist.
- (4) Library media specialist.
- (5) Specialist in charge of an art collection.
- (6) Department head responsible for support functions but without direct professional public library service.
- (7) Other positions designated by the local library board.

*(Indiana Library and Historical Board; 590 IAC 5-1-10; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-1-11 "Interim appointments" defined**

Authority: IC 36-12-11-5  
Affected: IC 36-12-11

Sec. 11. "Interim appointments" mean temporary appointments made by the local library's board or by the director for positions requiring certification. The interim appointee must apply for certification prior to the seventh month of holding the interim position. *(Indiana Library and Historical Board; 590 IAC 5-1-11; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-1-12 "Local library board" defined**

Authority: IC 36-12-11-5  
Affected: IC 36-12-11

Sec. 12. The local library board is the fiscal and administrative body of a public library. *(Indiana Library and Historical Board; 590 IAC 5-1-12; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-1-13 "Professional assistant" defined**

Authority: IC 36-12-11-5  
Affected: IC 36-12-11

Sec. 13. (a) "Professional assistant" includes positions in which the person devotes more than half his or her time to work that requires the following:

- (1) Knowledge of professional library practice, and development and management of collections and technical library processes.
- (2) The ability to deal with people in a professional capacity as distinguished from clerical.

(b) The term includes, but is not limited to, staff classified as librarians, paraprofessionals, catalogers, reference assistants, and program coordinators. *(Indiana Library and Historical Board; 590 IAC 5-1-13; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; errata filed Jul 25, 2008, 1:45 p.m.: 20080820-IR-590070756ACA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-1-14 "Library education provider" defined**

Authority: IC 36-12-11-5  
Affected: IC 36-12-11

Sec. 14. "Library education provider" means an individual or group that will provide an educational course or workshop for which attendees may receive LEUs. *(Indiana Library and Historical Board; 590 IAC 5-1-14; filed Aug 22, 2016, 11:27 a.m.: 20160921-IR-590150446FRA, eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-1-15 "LEU" defined**

Authority: IC 36-12-11-5  
Affected: IC 36-12-11

Sec. 15. "LEU" means library education unit and refers to units earned by librarians from approved courses, workshops, and other activities in which librarians participate and that are used to establish librarian eligibility for certificate renewal. For librarians

holding a temporary permit, LEUs are considered separate and additional to the required education and experience needed to obtain the permanent certificate. (*Indiana Library and Historical Board; 590 IAC 5-1-15; filed Aug 22, 2016, 11:27 a.m.: 20160921-IR-590150446FRA, eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

## **Rule 2. General Provisions**

### **590 IAC 5-2-1 Library certification law**

Authority: IC 36-12-11-5

Affected: IC 36-12-11-6

Sec. 1. IC 36-12-11-6 refers to all professional positions as distinguished from clerical positions that do not require certification. See the definition of professional position at 590 IAC 5-1-9. (*Indiana Library and Historical Board; 590 IAC 5-2-1; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

### **590 IAC 5-2-2 Authority of certification board**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 2. The Indiana library and historical board, in accordance with IC 36-12-11, makes the final determination as to what grades of certificate are required for directors, department heads or branch heads, and professional assistants of public libraries. (*Indiana Library and Historical Board; 590 IAC 5-2-2; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

### **590 IAC 5-2-3 Validity of old certificates**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 3. (a) A library staff member employed by a library district upon adoption of this administrative rule (May 30, 2008) will not be required to meet new educational and experience requirements as adopted under this article. The waiver of a staff member's education and experience requirements will remain fully valid only for the staff member's present position level within their present library district, or successor district in the case of a library merger. The staff member may obtain a new certificate, provided the staff member fully meets the required qualifications for the grade of certificate sought, and provided such new certificate is applied for and processed in the same manner as other certificates issued under this article. The staff member will be required to meet library education requirements to retain valid certification and to pay the fees required for renewal.

(b) Any uncertified staff member who moves from his or her present position level at his or her present library district after the adoption of this administrative rule to a position that requires certification shall apply for certification prior to the seventh month of holding the position. (*Indiana Library and Historical Board; 590 IAC 5-2-3; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; errata filed Jul 25, 2008, 1:45 p.m.: 20080820-IR-590070756ACA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; filed Aug 22, 2016, 11:27 a.m.: 20160921-IR-590150446FRA, eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

### **590 IAC 5-2-4 Length of certificate**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 4. Certificates issued on the basis of prescribed qualifications are valid for five (5) years and are renewable upon meeting applicable requirements. (*Indiana Library and Historical Board; 590 IAC 5-2-4; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.:*

20201118-IR-590200462RFA)

**590 IAC 5-2-5 Exempt librarians and voluntary certification**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 5. A certificate issued by the Indiana library and historical board is not required, under the law, for appointment to positions in school libraries and libraries of educational institutions. A librarian in such a library or in any private library may voluntarily make application for a certificate. If the applicant is found to be qualified for the grade of certificate requested, the applicant shall be given the certificate in the same manner and subject to the same conditions as pertain to certificates of librarians in public libraries. As used in this section, "private library" means any library not supported by public funds. (*Indiana Library and Historical Board; 590 IAC 5-2-5; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

**590 IAC 5-2-6 Military service**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 6. Any service in the armed forces shall be accepted in lieu of library experience provided an applicant held a professional library position prior to his or her military service and at that time held qualifications entitling him or her to an Indiana library certificate. (*Indiana Library and Historical Board; 590 IAC 5-2-6; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

**590 IAC 5-2-7 Reciprocity**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 7. (a) Anyone presenting a certificate for public library service from any other state shall be required to obtain an Indiana certificate in order to qualify for public library service in Indiana. In granting this certificate, due recognition shall be given to a certificate that may be presented from the other state in terms of the special qualifications it represents as these qualifications apply under the certification requirements of Indiana. In all cases, due consideration will be given to the educational standards and recommendations of the American Library Association.

(b) Individuals who have library education and experience from another country may apply for an Indiana certificate. For Librarian Certificate grades 1 through 3, the individual must have a degree from a master's level program in library and information studies accredited or recognized by the appropriate national body of another country. For Librarian Certificate grades 4 through 7, the applicant must demonstrate that his or her education is comparable to that required by the United States' applicants for the same certificate level, and any bachelor degree must be from a college or university accredited or recognized by the appropriate national body of another country. (*Indiana Library and Historical Board; 590 IAC 5-2-7; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; filed Aug 22, 2016, 11:27 a.m.: 20160921-IR-590150446FRA, eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

**Rule 3. Certification Application; Fees**

**590 IAC 5-3-1 Application requirements**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 1. (a) The following are requirements for new applicants for certification:

(1) Newly hired staff members shall apply for certification prior to the seventh month of holding the position.

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(2) The application must be on a form prescribed and supplied by the Indiana library and historical board and shall indicate in the designated place the position occupied by the applicant. The application must also indicate in the designated place the grade of certificate requested or proposed for the applicant.

(3) A person who is not presently under employment in an Indiana library may make application for a certificate on the prescribed form.

(4) The applicant shall submit to the Indiana library and historical board official verification of the academic and library education claimed before a certificate is granted.

(5) Certificates will be issued to persons who give proof of qualifications prescribed by the Indiana library and historical board for a requisite grade of certificate. Application for such certificate shall be made on the prescribed form, accompanied by the prescribed fee as established in section 3 of this rule. Such certificates shall be valid in respect to the level of positions they are designed to cover.

(6) The qualifications in 590 IAC 5-4 for each grade of certificate are considered to be minimum requirements. Certificates issued therefore represent minimum standards of competence for the various levels of positions. Libraries may require higher qualifications for appointments to their staff, but cannot lawfully appoint to positions persons who have lower qualifications than those called for by the grades of certificates pertaining to the levels of position as prescribed by the Indiana library and historical board.

(b) The following are requirements for new applicants for certification as specialist:

(1) An applicant for certification as a specialist may apply at any time.

(2) The application must be on a form prescribed and supplied by the Indiana library and historical board and shall indicate in the designated place the position occupied by the applicant. The application must also indicate in the designated place the grade of certificate requested or proposed for the applicant.

(3) A person who is not presently under employment in an Indiana library may make application for a specialist certificate on the prescribed form.

(4) The applicant shall submit to the Indiana library and historical board official verification of the academic and specialist education claimed before a certificate is granted.

(5) Certificates will be issued to persons who give proof of qualifications prescribed by the Indiana library and historical board for a requisite grade of certificate. Application for such certificate shall be made on the prescribed form, accompanied by the prescribed fee as established in section 3 of this rule. Such certificates shall be valid in respect to the education the individual possesses.

(6) The qualifications in 590 IAC 5-4 for each grade of certificate are considered to be minimum requirements. Certificates issued therefore represent minimum standards of competence for the various levels of positions.

*(Indiana Library and Historical Board; 590 IAC 5-3-1; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; errata filed Jul 25, 2008, 1:45 p.m.: 20080820-IR-590070756ACA; errata filed Jan 12, 2010, 11:44 a.m.: 20100127-IR-590070756ACA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; filed Aug 22, 2016, 11:27 a.m.: 20160921-IR-590150446FRA, eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-3-2 Temporary permits**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 2. A temporary permit may be issued at the request of a local library board to cover a substitute or temporary employee or an acting appointee who does not at the time of assuming duties fully meet the requirements for the appropriate grade of certificate. Application for such temporary permit must be made prior to the seventh month of assuming duties. Regardless of the date of such application, the effective date of the first temporary permit shall be the date six (6) months after first assuming the duties of the covered position. A temporary permit is valid for one (1) year. It can only be renewed by special authorization of the Indiana library and historical board two (2) times. Application for such renewal shall be approved and requested by the local library board and shall be accompanied by:

(1) proof of the employee having completed ten (10) LEUs; and

(2) a statement indicating the employee's progress toward meeting the requirements for the requisite permanent certificate.

Application for a temporary permit shall be made on the regular form prescribed for all certificates and shall be accompanied by the

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prescribed fee as established in section 3 of this rule. (*Indiana Library and Historical Board; 590 IAC 5-3-2; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; errata filed Jan 12, 2010, 11:44 a.m.: 20100127-IR-590070756ACA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; filed Aug 22, 2016, 11:27 a.m.: 20160921-IR-590150446FRA, eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

**590 IAC 5-3-3 Fees**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 3. The fee for regular certification shall be fifty dollars (\$50). The fee for each temporary certificate shall be ten dollars (\$10). (*Indiana Library and Historical Board; 590 IAC 5-3-3; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

**590 IAC 5-3-4 Renewal applications for librarian certificates and specialist certificates**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 4. (a) Application for renewal of librarian certification following adoption of this administrative rule shall be made on the regular form prescribed for all certificates and shall be accompanied by the prescribed fee as established in section 3 of this rule.

(b) Renewal for a library director will require the completion of one hundred (100) LEUs in five (5) years. Twenty (20) hours of LEUs must be computer or technology related.

(c) Renewal for a system wide department or branch head will require seventy-five (75) LEUs in five (5) years. Twenty (20) hours of LEUs must be computer or technology related.

(d) Renewal for a Librarian Certificate 1, 2, 3, 4, 5, or 6 professional assistant will require fifty (50) LEUs in five (5) years. Twenty (20) hours of LEUs must be computer or technology related.

(e) Application for renewal of specialist certification shall be made on the regular form prescribed for all certificates and shall be accompanied by the prescribed fee as established in section 3 of this rule.

(f) Renewal for a Specialist 1, 2, or 3 will require the completion of one hundred (100) LEUs in five (5) years. Twenty (20) hours of LEUs must be computer or technology related.

(g) Renewal for a Specialist 4 or 5 will require seventy-five (75) LEUs in five (5) years. Twenty (20) hours of LEUs must be computer or technology related.

(h) Library education providers must be evaluated and approved by the Indiana state library. LEU courses should be library-related or specialist subjects of importance to library programming, services, or operations. LEUs are as follows:

(1) Accredited Library Science Education Courses or Approved Library Science Courses from colleges or universities (credit and not for credit -1 semester credit hour = 15 LEUs).

(2) Local, state, and national library association or specialist-subject related conferences (1 hour = 1 LEU).

(3) Workshops, seminars, institutes, lectures, training by certified trainers (1 hour = 1 LEU).

(4) Up to ten (10) LEUs per five (5) year certificate period may be earned in nonlibrary-related specialist subjects of importance to library programming, services, or operations (1 hour = 1 LEU).

(5) Up to five (5) LEUs per five (5) year certificate period may be earned on external professional committee work including serving on a professional organization committee or as a professional organization officer. The librarian seeking to use external committee or professional organization work is responsible for getting a certificate or obtaining documentation of hours from the committee or professional organization president, vice president, director, or associate director. Participation in professional committee work does not require prior LEU approval from the Indiana state library (1 hour = 1 LEU).

(6) Up to five (5) LEUs per five (5) year certificate period may be earned developing and delivering workshops for conferences, staff in-service training, or any other continuing education opportunity available to library professionals. The number of LEUs that may be earned developing and delivering workshops matches hour for hour the length of the program (1 hour program = 1 LEU). The program agenda and LEU approval letter will serve as verification of LEUs.

(7) Up to five (5) LEUs per five (5) year certificate period for researching, writing, and publishing library-related articles in



a peer reviewed journal (2 or more page article = 5 LEUs). A copy of the article in original form or provided by means of an Internet website address, if the article is online, will serve as verification of LEUs.

(8) Library professionals holding five (5) year certificates may earn up to ten (10) LEUs per five (5) year certificate period for attending professional roundtable meetings. The host library shall create and award LEU certificates for all attending library professionals. Professional roundtables do not require prior LEU approval from the Indiana state library (1 LEU per roundtable attended).

(i) Certified librarians shall retain copies of LEU certificates of completion, or other written documentation of LEU completion, for a period of at least ninety (90) days from the end of the licensing period for which the continuing education applied. The librarian shall provide the state library with copies of LEU certificates of completion, or other written documentation of LEU completion, upon request. Following every certificate renewal period, the state library shall randomly audit for compliance ten percent (10%) of librarians required to take continuing education courses. Librarians who did not have enough LEUs to qualify for their renewal will be notified and will be subject to the disciplinary process under IC 36-12-11. (*Indiana Library and Historical Board; 590 IAC 5-3-4; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; errata filed Jul 25, 2008, 1:45 p.m.: 20080820-IR-590070756ACA; errata filed Nov 24, 2008, 12:12 p.m.: 20081210-IR-590070756ACA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; filed Aug 22, 2016, 11:27 a.m.: 20160921-IR-590150446FRA, eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

## **Rule 4. Certification Requirements**

### **590 IAC 5-4-1 Certification plan**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 1. The population figures used in this rule are those figures officially released in the latest United States decennial census. (*Indiana Library and Historical Board; 590 IAC 5-4-1; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

### **590 IAC 5-4-2 Librarian Certificate 1**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 2. (a) The Librarian Certificate 1 position shall be the required minimum grade of certificate for directors of libraries serving a population greater than thirty-nine thousand nine hundred ninety-nine (39,999) and for other comparable professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 1 position are as follows:

(1) Graduation from an accredited college or university.

(2) A diploma or certificate awarding an American Library Association accredited masters of library science or equivalent.

(3) Ten (10) years of relevant library experience, or six (6) years of relevant library experience, including at least three (3) years of administrative experience.

(*Indiana Library and Historical Board; 590 IAC 5-4-2; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; errata filed Jul 25, 2008, 1:45 p.m.: 20080820-IR-590070756ACA; errata filed Oct 15, 2008, 3:01 p.m.: 20081029-IR-590070756ACA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

### **590 IAC 5-4-3 Librarian Certificate 2**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 3. (a) The Librarian Certificate 2 position shall be the required minimum grade of certificate for directors of libraries

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serving a population of at least ten thousand one (10,001) but fewer than forty thousand (40,000), and for other comparable professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 2 position are as follows:

(1) Graduation from an accredited college or university.

(2) A diploma or certificate awarding an American Library Association accredited masters of library science or equivalent.

(3) Three (3) years of relevant library experience.

*(Indiana Library and Historical Board; 590 IAC 5-4-3; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; errata filed Jul 25, 2008, 1:45 p.m.: 20080820-IR-590070756ACA; errata filed Oct 15, 2008, 3:01 p.m.: 20081029-IR-590070756ACA; errata filed Jan 12, 2010, 11:44 a.m.: 20100127-IR-590070756ACA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-4-4 Librarian Certificate 3**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 4. (a) The Librarian Certificate 3 position shall be the required minimum grade of certificate for librarians with the following qualifications and for professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 3 position are as follows:

(1) Graduation from an accredited college or university.

(2) A diploma or certificate awarding an American Library Association accredited masters of library science or equivalent.

*(Indiana Library and Historical Board; 590 IAC 5-4-4; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-4-5 Librarian Certificate 4**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 5. (a) The Librarian Certificate 4 position shall be the required minimum grade of certificate for directors of libraries serving a population of at least three thousand one (3,001) but fewer than ten thousand one (10,001), for department and branch heads of libraries serving a population greater than thirty-nine thousand nine hundred ninety-nine (39,999), and for other comparable professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 4 position are as follows:

(1) Bachelor's degree from an accredited college or university.

(2) At least fifteen (15) semester hours or twenty (20) quarter hours of intermediate library education.

*(Indiana Library and Historical Board; 590 IAC 5-4-5; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; errata filed Jul 25, 2008, 1:45 p.m.: 20080820-IR-590070756ACA; errata filed Jan 23, 2009, 8:54 a.m.: 20090204-IR-590070756ACA; errata filed Jan 12, 2010, 11:44 a.m.: 20100127-IR-590070756ACA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; filed Aug 22, 2016, 11:27 a.m.: 20160921-IR-590150446FRA, eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-4-6 Librarian Certificate 5**

Authority: IC 36-12-11-5

Affected: IC 36-12-11

Sec. 6. (a) The Librarian Certificate 5 position shall be the required minimum grade of certificate for professional assistants of libraries serving a population greater than thirty-nine thousand nine hundred ninety-nine (39,999), for department and branch heads of libraries serving a population of at least ten thousand one (10,001) but fewer than forty thousand (40,000), and for other comparable professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 5 position are nine (9) semester hours or twelve (12) quarter hours

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of minimum library education taken with or after two (2) years of academic education in an accredited college or university. (*Indiana Library and Historical Board; 590 IAC 5-4-6; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; errata filed Jul 25, 2008, 1:45 p.m.: 20080820-IR-590070756ACA; errata filed Jan 23, 2009, 8:54 a.m.: 20090204-IR-590070756ACA; errata filed Jan 12, 2010, 11:44 a.m.: 20100127-IR-590070756ACA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

**590 IAC 5-4-7 Librarian Certificate 6**

Authority: IC 36-12-11-5  
Affected: IC 36-12-11

Sec. 7. (a) The Librarian Certificate 6 position shall be the required minimum grade of certificate for professional assistants of libraries serving a population of at least three thousand one (3,001) but fewer than forty thousand (40,000), for department and branch heads serving a population of at least three thousand one (3,001) but fewer than ten thousand one (10,001), and for other comparable professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 6 position are as follows:

(1) High school diploma or proof of successful completion of the high school equivalency exam.

(2) Three (3) years of library experience or nine (9) semester hours of introductory library education.

(*Indiana Library and Historical Board; 590 IAC 5-4-7; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; errata filed Jul 25, 2008, 1:45 p.m.: 20080820-IR-590070756ACA; errata filed Jan 23, 2009, 8:54 a.m.: 20090204-IR-590070756ACA; errata filed Jan 12, 2010, 11:44 a.m.: 20100127-IR-590070756ACA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; filed Aug 22, 2016, 11:27 a.m.: 20160921-IR-590150446FRA, eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

**590 IAC 5-4-7.5 Librarian Certificate 7**

Authority: IC 36-12-11-5  
Affected: IC 37-12-11-5

Sec. 7.5. (a) The Librarian Certificate 7 position shall be the required minimum grade of certificate for directors of libraries serving a population of three thousand (3,000) or less and for other comparable professional positions as determined by the Indiana library and historical board.

(b) Qualification requirements for the Librarian Certificate 7 position are as follows:

(1) High school diploma or proof of successful completion of the high school equivalency exam.

(2) Three (3) years of library work experience or nine (9) semester hours of introductory library education.

(3) Ten (10) hours of state library sponsored training each year for the first three (3) years of employment in subject areas relating to library administration.

(*Indiana Library and Historical Board; 590 IAC 5-4-7.5; filed Aug 22, 2016, 11:27 a.m.: 20160921-IR-590150446FRA, eff Jan 1, 2017; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

**590 IAC 5-4-8 Specialist 1**

Authority: IC 36-12-11-5  
Affected: IC 36-12-11

Sec. 8. Specialist 1 qualification requirements are as follows:

(1) Graduation from an accredited college or university.

(2) Master's degree in subject area from an accredited graduate school.

(3) Ten (10) years experience in subject field, or six (6) years of subject experience including at least three (3) years of administrative experience.

(*Indiana Library and Historical Board; 590 IAC 5-4-8; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

**590 IAC 5-4-9 Specialist 2**

Authority: IC 36-12-11-5  
Affected: IC 36-12-11

Sec. 9. Specialist 2 qualification requirements are as follows:

- (1) Graduation from an accredited college or university.
- (2) Master's degree in subject area from an accredited graduate school.
- (3) Three (3) years of experience in subject field.

*(Indiana Library and Historical Board; 590 IAC 5-4-9; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-4-10 Specialist 3**

Authority: IC 36-12-11-5  
Affected: IC 36-12-11

Sec. 10. Specialist 3 qualification requirements are as follows:

- (1) Graduation from an accredited college or university.
- (2) Master's degree in subject area from an accredited graduate school.

*(Indiana Library and Historical Board; 590 IAC 5-4-10; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-4-11 Specialist 4**

Authority: IC 36-12-11-5  
Affected: IC 36-12-11

Sec. 11. Specialist 4 qualification requirements are as follows:

- (1) Bachelor's degree from an accredited college or university.
- (2) Fifteen (15) semester hours or twenty (20) quarter hours in relevant subject area.

*(Indiana Library and Historical Board; 590 IAC 5-4-11; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-4-12 Specialist 5**

Authority: IC 36-12-11-5  
Affected: IC 36-12-11

Sec. 12. Specialist 5 qualification requirements are nine (9) semester hours or twelve (12) quarter hours in relevant subject area taken with or after two (2) years of academic education in an accredited college or university. *(Indiana Library and Historical Board; 590 IAC 5-4-12; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; errata filed Jul 25, 2008, 1:45 p.m.: 20080820-IR-590070756ACA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA)*

**590 IAC 5-4-13 Specific positions**

Authority: IC 36-12-11-5  
Affected: IC 36-12-11

Sec. 13. Local requirements for specific positions shall be set by the local library board. No specific recommendations are appropriate or feasible for particular positions, such as children's librarian, branch librarian, or bookmobile librarian, because too

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wide a variance in skills and responsibilities is represented in these positions in different library systems throughout the state. It is the responsibility of the local administration to place in such positions certified personnel having the necessary training and experience. (*Indiana Library and Historical Board; 590 IAC 5-4-13; filed May 30, 2008, 10:17 a.m.: 20080625-IR-590070756FRA; readopted filed Apr 22, 2014, 10:34 a.m.: 20140521-IR-590140062RFA; readopted filed Oct 21, 2020, 8:54 a.m.: 20201118-IR-590200462RFA*)

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