**Maine State Library**

**Voluntary Librarian Certification Program**

To meet the needs of Maine’s library staff for ongoing training so they may provide dynamic professional library service, the Maine State Library has developed a three level voluntary certification program comprised of online courses, archived webinars, workshops and special institutes.

We recognize that travel and training budgets have been decimated over the past few years, so this program is comprised of online courses and webinars. You will work at your own pace at work or at home- whichever is more convenient. There’s no travel involved, no expense (except your time) and no set class time. Take an entire course in one sitting or do a few minutes at a time until you’re finished -whatever fits your schedule.

**Basic Certification**

Library directors and personnel who do not have formal training in library science start with basic certification training which includes introductory coursework in core areas:

* **Fundamentals of Librarianship** explains professional ethics, intellectual freedom and privacy of library records.
* **Management** covers the fundamentals of public library administration, planning, budgeting, the basics of personnel management and policy development.
* **Organization of Materials** explains how to create accurate bibliographic records and standard resources used in catalog work: Dewey Decimal Schedules, AACR2 Rules, and MARC Records; also basic acquisitions and technical services functions.
* **Programming and Services** explores the elements of running successful programs for all ages, reference skills, reader’s advisory, database searching and customer service.
* **Collection Development** teaches the principles of selection of library materials and standard practices involved in building, weeding and promoting collections.
* **Technology** at the basic certification level begins with an assessment of your knowledge of basic computer skills, the Worldwide Web, the Windows or Mac operating system, basic email and Microsoft Word.

Basic certification includes about 28 courses which participants may complete over a 2 year period.

**Intermediate and Advanced Certification**

Intermediate and Advanced Certification builds on the work done at the basic level and allows the librarian to explore these topic areas in more depth by choosing electives in each subject area. Intermediate certification requires an additional 16 courses over the basic level completed over a 1 year period. Advanced certification requires completion of 16 more courses over the Intermediate level. An additional year is given for the completion of the advanced level requirements.

Once a certification level is achieved, the librarian is required to attend or complete 5 classes or workshops each year to maintain that level of certification.

**Degreed Librarians**

Librarians who have completed an accredited MLS degree receive advanced certification and maintain this level by attending 5 classes/workshops/webinars over a 1 year period.

Graduates of the University of Maine, Augusta library program will be awarded certification as follows:

UMA Certificate Basic Certification

Associates’ Degree Intermediate Certification

Bachelor’s Degree Advanced Certification upon completion of 16 electives from the MSL certification program

**Procedure**

* Sign up for a free WebJunction learning portal account (<http://learn.webjunction.org/> ) which gives you access to course content and your personalized learning management system for the WebJunction portion of certification
* Sign up for a free account with Skillsoft (<http://webjunction.skillport.com/skillportfe/login.action>) to access the management courses offered there through a partnership with WebJunction
* Register your interest in participating on the MSL website (<http://www.maine.gov/msl/libs/ce/register.htm> ). From the time we receive your registration, you will have 2 years to complete the requirements for Basic Certification, 3 years for Intermediate Certification and 4 years for Advance Certification
* Begin taking the required courses in any order.
* Track your progress using the tracking spreadsheet (can be downloaded from the yellow box on the certification page on our website)
* When you complete a course, certificates can be downloaded from WebJunction, ABLE and SABLE courses. Courses offered by Infopeople, Grantsource and Nonprofit Webinars do not issue certificates. It isn’t necessary to send copies of certificates to MSL. When you complete a course, fill out the course report form with a brief synopsis of what you learned. That’s all we need.

**NOTE: The most current list of courses will always be on the website.**

**Core Courses for Basic Certification (~20 courses)**

**Fundamentals of Librarianship**

* [Ethics and Public Service](http://libraries.idaho.gov/files/able/able12/player.html) (ABLE)

**Collection Development**

* [Writing a CD Policy](http://libraries.idaho.gov/files/able/able1/player.html) (ABLE)
* [Collection Assessment](http://libraries.idaho.gov/files/able/able2/player.html) (ABLE)
* [Materials Selection](http://libraries.idaho.gov/files/able/able3/player.html) (ABLE)
* Weeding the Library Collection (WebJunction)

**Organization of Materials**

* [Introduction to Technical Services and Catalog Records](http://libraries.idaho.gov/files/able/able5/player.html) (ABLE)
* [Introduction to Dewey Classification](http://libraries.idaho.gov/files/able/able7/player.html) (ABLE)
* [Introduction to MARC](http://libraries.idaho.gov/files/able/able8/player.html) (ABLE)
* [Introduction to Subject Headings](http://libraries.idaho.gov/files/able/able6/player.html) (ABLE)

**Management**

* Creating and analyzing an operating budget (WebJunction)
* Time management: planning and prioritizing your time (WebJunction)
* [Keeping your library safe](http://www.infopeople.org/training/black-belt-librarians) (Infopeople)
* Interpersonal communication: communicating with confidence (WebJunction)
* Directors ASK (WebJunction)

**Programming and Services**

* Readers advisory (WebJunction)
* [Reference Interview](http://libraries.idaho.gov/files/able/able9/player.html) (ABLE)
* [MARVEL](http://www.maine.gov/msl/libs/ce/index.shtml) tutorials (MSL)
* Customer service fundamentals: building rapport in customer relations (WebJunction)

**Marketing and Advocacy**

* Keep it simple: Developing a marketing plan for your library (WebJunction)

**Technology**

* Northstar [Basic competency tests](http://www.digitalliteracyassessment.org/index.php) from Minnesota

**Electives** – 8 in the following subject areas:

 Fundraising 1

 Staff Development 1

 Personnel Management 2

 Organizational Leadership 1

 Programming and Services 2

 Marketing and Advocacy 1

**Intermediate Certification – Core plus 16 electives**

Fundamentals of librarianship 1

Organization of Materials 1

Management 8

Programming and Services 2

Marketing and Advocacy 2

Technology 2

**Advanced Certification – Core plus Intermediate plus 16 electives**

Fundamentals of librarianship 1

Organization of Materials 1

Management 7

Programming and Services 2

Marketing and Advocacy 3

Technology 2