Maine State Library
Voluntary Librarian Certification Program
Guide and Course List

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

Frequently Asked Questions

How do I get started?
1. We have provided direct links to courses where possible (for example courses offered by ABLE or Infopeople). For courses in WebJunction, you must have an account with WebJunction Maine and you must request WebJunction course access if you haven't previously done so. Be sure to record the information you submit so you're able to login once approved.

2. Use the registration form to let us know you are interested 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

3. Begin taking the required courses in any order.

4. Track your progress using the spreadsheet.

How do I find a course in WebJunction?
To access courses in WebJunction, go to WebJunction Maine (http://www.webjunction.org/partners/maine.html) and login with your WJ username and password. Click on "Go to Courses" (teal box). Sign in with your learning portal account name on the WebJunction Courses page. Choose "Jump straight to Course Catalog". On the left side of the screen you will see the "Subject Area Menu". Expand each subject by clicking the arrow next to it and then clicking on the sub topic. Find your chosen course in the main part of the window. Click "Add to My Course" or "Launch Course" if you want to start right away.

How do I get a certificate for completing a course?
Not all the content we're linking to will generate a certificate when you complete a course. Please use the online reporting form which is on the Voluntary Public Librarian Certification page to verify that you have completed a course. Information recorded on this form is automatically forwarded to the CE consultant and back to you for your records.

You can download a certificate can be for courses in WebJunction, ABLE and SABLE. Courses offered by Infopeople, Grantsource and Nonprofit Webinars do not automatically issue certificates.

How do I get my certification?
The Maine State Library CE Consultant will maintain a database of course completions. Each quarter, the consultant will generate certificates for those who have completed a level.

Once I've achieved a certification level, how do I maintain it?
Each year, you must complete 5 library-related courses, workshops, or webinars to maintain your certification level. If a certificate is issues, send a copy to the state library. If no certificate is available, use the online form to submit information about CE events attended.

I have an MLS. Do I need to be certified?
Not necessarily. The state library looks at this program as a lifelong learning tool and a way to keep your skills and knowledge sharp. If an MLS librarian chooses to participate in the certification, he or she will automatically receive an Advanced Level Certification. To maintain that level, the librarian must complete 5 library-related courses, workshops, or webinars during the calendar year after being issued certification.

I've completed the program at University of Maine, Augusta. Do I need to be certified?
Not necessarily. The state library looks at this program as a lifelong learning tool and a way to keep your skills and knowledge sharp. Graduates of the University of Maine, Augusta library program will be awarded certification as follows:

UMA Certificate	Basic Certification
Associates' Degree	Intermediate Certification
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The Courses

NOTE: Courses for all levels of certification will be added to the list as they become available. 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](#) (ABLE)

Collection Development
- [Writing a CD Policy](#) (ABLE)
- [Collection Assessment](#) (ABLE)
- [Materials Selection](#) (ABLE)
- Weeding the Library Collection (WebJunction)

Organization of Materials
- [Introduction to Technical Services and Catalog Records](#) (ABLE)

- Introduction to Dewey Classification (ABLE)
- Introduction to MARC (ABLE)
- Introduction to Subject Headings (ABLE)

Management
- Creating and analyzing an operating budget (WebJunction)
- Time management: planning and prioritizing your time (WebJunction)
- Keeping your library safe (Infopeople)
- Interpersonal communication: communicating with confidence (WebJunction)
- Directors ASK (WebJunction)

Programming and Services
- Readers advisory (WebJunction)
- Reference Interview (ABLE)
- MARVEL 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
- Basic competency tests from Minnesota

Electives – 8

Fundraising	1
Staff Development	1
Personnel Management	2
Organizational Leadership	1
Programming and Services	2
Marketing and Advocacy	1

Intermediate Certification – Basic 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 – Basic plus 32 electives

Fundamentals of librarianship	2
Organization of Materials	2
Management	14
Programming and Services	4
Marketing and Advocacy	6
Technology	4

List of Electives

Fundamentals of Librarianship
- Intellectual Freedom (Infopeople)
- Privacy and information security (WebJunction)

Collection Development

Organization of Materials
- Introduction to RDA
- Principles of classification
- RDA in 10 easy steps
- RDA for the non-cataloger
- Book repair basics
- Floating collections
- eBooks and libraries
- Role of long term storage in digital curation
- Art of selecting digital content to preserve
- Steps in digital preservation
- Changes from AACR2 to RDA Part ONE
- Changes from AACR2 to RDA. Part TWO
- Introduction to Cataloging for Non-Catalogers (WebJunction)
- Shelving with Dewey (WebJunction)
- Shelving with Library of Congress Classification (WebJunction)
- Shelving with NLM (WebJunction)
- Top Tech Trends in Materials Handling (WebJunction)

Management

Budget and Finance
- Basic accounting Principles and framework (WebJunction)
- The essentials of budgeting for non-financial professionals (WebJunction)

Fundraising
- Grant seeking basics (Grantspace)
- Winning library grants (WebJunction)
- What Executive Directors Desperately need to know about fundraising (Nonprofit webinars)
- Proposal writing basics (Grantspace)
- Engaging Millennials as donors, volunteers and constituents (Nonprofit webinars)

Staff Development
- You can do it: a recipe for designing Web based instruction(WebJunction)
- Self-directed achievement (WebJunction)
- The future of online learning (WebJunction)
- Creating a positive attitude (WebJunction)

- Generating creative and innovative ideas: enhancing your creativity (WebJunction)
- Creating a culture of innovation (WebJunction)
- Improvisation at work (Infopeople)

Personnel Management
- Addressing problem performance (WebJunction)
- Workplace conflict: strategies for resolving conflicts (WebJunction)
- Working with difficult people: how to work with negative people(WebJunction)
- Leadership essentials 1: motivating employees (WebJunction)
- The benefits and challenges of engaging employees(WebJunction)
- Rightful termination (WebJunction)
- What to consider when hiring(WebJunction)
- The hopeful workplace (Infopeople)
- Disabilities at the workplace (Infopeople)
- Receiving feedback and criticism (WebJunction)
- Facilitating difficult situations (WebJunction)
- Giving feedback (WebJunction)
- That's not what I said (WebJunction)

Strategic Planning
- Disaster Response (ALCTS-WJ)
- Effective strategic planning 2 (Nonprofit webinars)
- Disaster planning: what you need to protect your tech (Techsoup)
- Master of disaster: developing a disaster plan (WebJunction)
- Strategic planning and risk management (WebJunction)
- Operational planning (Nonprofit webinars)
- Library PI-process improvement library (Infopeople)
- 7 ways planning improves social impact and sustainability (Nonprofit webinars)

Organizational Leadership
- Becoming a manager: leading and communicating (WebJunction)
- Taking on a management role (WebJunction)
- The power of the learning organization(WebJunction)
- Using emotional intelligence on the job(WebJunction)
- Organizational culture and leadership(WebJunction)
- First Time Manager: Understanding a Manager's Role (WebJunction)
- Leadership Essentials 4: Leading with emotional intelligence (WebJunction)
- Leadership Essentials 2: Communicating Vision (WebJunction)
- Leadership Essentials 3: Building Your Influence as a Leader (WebJunction)
- Accidental leadership with George Needham (WebJunction)
- Bold Intentions for Leadership Effectiveness (Nonprofit webinars)
- Leadership Essentials 8: creating your own leadership development plan (WebJunction)
- Optimizing your work/life balance: maintaining your life balance(WebJunction)
- Optimizing your work/life balance: taking control of your stress; (WebJunction)

- Skills for the everyday leader (WebJunction)
- Best small library in America 2012 (WebJunction)

Facilities
- [Designing interactive library spaces](#) (Georgia Library Association)
- [Designing vibrant libraries (Georgia Library Association)](#)

Project Management
- Initiating and planning a project (WebJunction)
- Project management fundamentals (WebJunction)

Trustees/ Friends/ Volunteers
- Pennsylvania Trustee training video series
- [Engaging volunteers during difficult times](#) (Infopeople)
- [Successful volunteer recruitment strategies](#) (Infopeople)

Interpersonal Skills
- Communicating across cultures (WebJunction)
- Culture and its effect on communication (WebJunction)
- Interpersonal communication: communicating assertively (WebJunction)
- Interpersonal communication: listening essentials (WebJunction)
- Interpersonal communication: targeting your message (WebJunction)
- Getting results without authority: building relationships and credibility (WebJunction)
- Improving your emotional intelligence skills: self-awareness and self - management (WebJunction)
- Understanding compassion fatigue in your library (WebJunction)

Programming and Services
Children
- Accompanying the young reader
- Planning story times for young children (WebJunction)
- There will always be storytellers (WebJunction)
- Leveraging technology to support early literacy (WebJunction)
- What's new for story times? (WebJunction)
- SABLE Youth Services Sequence - [early childhood](#)
- SABLE Youth Services Sequence - [school age](#)

Young Adults
- Teaming up with teens (WebJunction)
- [SABLE Youth Services Sequence](#) - Teens

Adults/Older Adults
- Planning an adult program on a budget (WebJunction)
- Libraries go boom: library service to older adults and seniors (WebJunction)
- Tips for small and rural libraries: Adult programs on 0 budget (WebJunction)

Customer Service
- Customer service: confrontation and conflict (WebJunction)
- Conflict, stress and time management (WebJunction)
- Customer interactions (WebJunction)
- Customer service fundamentals: Building rapport in customer relationships (WebJunction)
- Dealing with angry patrons (WebJunction)
- Identifying your customer's expectations (WebJunction)
- Internal customer service (WebJunction)
- Customer satisfaction: analysis and implementation (WebJunction)
- Dealing with irrational customers and escalating complaints (WebJunction)
- What would Walt do? (WebJunction)

Reference and Readers Advisory
- [Evaluating reference sources](#) (ABLE)
- [Basic reference sources](#)) (ABLE)
- Basic web reference (WebJunction)

Patron Training
- Adobe Captivate 4 (WebJunction)
- Social Networking for Users (WebJunction)
- Twitter for Job Seekers (WebJunction)
- LibraryYOU (WebJunction)
- Support patron learning in small spaces with small budgets (WebJunction)

Marketing and Advocacy
Marketing
- Basic presentation skills: delivering a presentation (WebJunction)
- Business grammar: parts of speech (WebJunction)
- Marketing essentials: Introduction to marketing (WebJunction)
- Marketing essentials: Planning and people (WebJunction)
- Merchandising that works (WebJunction)
- Power of Image: presenting with the brain in mind (WebJunction)
- Best Kept secret: Marketing the small and rural library WJ
- Best small library in America (WebJunction)
- [Basic graphic design for library staff](#) (Infopeople)
- [Communicating through infographics](#) (Infopeople)

Advocacy
- Developing motivating messages (WebJunction)
- Telling the library story (WebJunction)
- Data visualization for advocacy (WebJunction)
- [Organizational storytelling for librarians](#) (Infopeople)

Social Media

- Understanding the risks of using Internet media and electronic communication (WebJunction)
- Finetuning facebook for libraries (WebJunction)
- [How to fail at social media (and how to get it right)](#) (Infopeople)
- information cartographer (using social media in the library) (WebJunction)

Partnerships
- [It's who know: finding, making and keeping connections for successful partnerships](#) (Infopeople)
- Building collaboration on a shoe string (WebJunction)

Technology
- So many devices, so little time (WebJunction)
- Learning express (via Marvel)- choose from any technology course
- Automating your small library (ME WJ)
- [Digital literacy curriculum](#) (MSL)