

## **Library of Michigan Certification Program**

The Library of Michigan certification program offers a recognized certificate of achievement based on education and experience, and it supports the statutory requirements for public libraries to qualify for state aid grant funds.

### **Eligibility: Staffing Requirements by Library Class Size as determined by the Library of Michigan. (This is different than the LLC classification of libraries.)**

Class Size 1: Population 1 - 3,999 Certification: Director, Certification Level 4, Attend New Directors Workshop

Class Size 2: Population 4,000 - 6,999 Certification: Director, Certification Level 4, Attend New Directors Workshop

Class Size 3: Population: 7,000 - 11,999 Certification: Director, Certification Level 3, Attend New Directors Workshop 1 staff person excluding the director who possesses at least a level 4 certificate.

Class Size 4: Population 12,000 - 25,999 Certification: Director, Certification Level 2, Attend New Directors Workshop & Advanced Directors Workshop 1 staff person excluding the director who possesses at least a level 4 certificate.

Class Size 5: Population: 26,000-49,999 Certification: Director, Certification Level 1, Attend New Directors Workshop & Advanced Directors Workshop 1 staff person excluding the director who possesses at least a level 3 certificate per 20,000 population served.

Class Size 6: Population: 50,000+ Certification: Director, Certification Level 1, Attend New Directors Workshop & Advanced Directors Workshop 1 staff person excluding the director who possesses at least a level 3 certificate per 20,000 population served.

## **Certification Levels Effective October 1, 2009**

Level 1 certification qualifications: (a) A master's degree or its equivalent from a library school accredited by the American library association. (b) Four years of full-time employment, or an equivalent time period, consisting of paid professional library work experience in a library approved by the department following the completion of educational requirements.

Level 2 certification qualifications: A master's degree or its equivalent from a library school accredited by the American library association.

Level 3 certification qualifications: (a) A bachelor's degree from an accredited college or university. (b) Completion of the Beginning Workshop offered by the library of Michigan.

Level 4 certification qualifications: (a) A high school diploma or its equivalent. (b) Completion of the Beginning Workshop offered by the library of Michigan. (c) One year

of full-time employment or its equivalent consisting of library work experience following the completion of educational requirements.

### **Essential Workshops**

**Beginning Workshop:** The Library of Michigan's Beginning Workshop is a yearly 3-day event geared for library staff members that have not had the opportunity for formal library coursework. Its aim is to introduce library staff to a variety of topics and offer them practical skills that they can use working in a Michigan public library. Anyone new to the profession or just hired at a library, no matter what their academic credentials, is welcome to attend the event. Beginning Workshop is offered annually each year in May. Dates and locations are announced in late summer or early fall via Michlib-I. For those seeking an initial Level 3 or Level 4 certificate from the Library of Michigan attendance at the entire Beginning Workshop is obligatory. This event is sponsored by the Library of Michigan Foundation and the Library of Michigan.

**New Director Workshop:** The New Director Workshop is geared toward first-time library directors, directors new to the state of Michigan and any director that wants to brush up on the basics of library directorship. All first-time directors and all directors new to the state of Michigan must attend this workshop within the first 12 months of employment in order for a library to qualify for state aid.

**Advanced Director Workshop:** The Advanced Director Workshop is geared toward first-time library directors and directors new to the state of Michigan who work at class 4-6 libraries and any director that wants to brush up on the more advanced aspects of library directorship. All first-time directors of class 4-6 libraries and all directors new to the state of Michigan must attend this workshop within the first 24 months of employment in order for a library to qualify for state aid.