

SD SCHOOL LIBRARIAN REQUIREMENTS GUIDE

**Districts and schools in South Dakota are not required to employ a certified teacher-librarian or a certified teacher with a library endorsement. However, if you are working as a school librarian, it is best practice to gain knowledge, skills, and education in the field.*

IF YOU ARE ALREADY A CERTIFIED TEACHER

If you are a certified teacher who would like to gain K-12 Library Endorsement, **one** of the following requirements must be completed:

1. **Major in the Content Area:** A minimum of 27 university transcribed credits with a calculated GPA of 2.7 in the library science (as defined in [ARSD 24:28:01:01](#) #25)
2. **Pass the School Library State-Designated Content Test (ETS Praxis):** The Praxis test is 5311 (accepted through August 31, 2023) or 5312 (accepted beginning September 1, 2022). Both of these can be found at <https://www.ets.org/praxis/sd/test-takers/plan-your-test/certification.html>.
3. **Complete School Library State-Designated Required Coursework:** Official university transcripts confirming the completion of all strands with a minimum of 18 semester hours of coursework in the following:
 - Library media methodology
 - Selection of print/non-print media to support the instructional program and emerging technology
 - Integration of multiple sources of information media into the learning process
 - Administration, supervision, evaluation, and management of human and media resources
 - Cataloging and management of information resources

To see a list of assignments for which you are qualified with a Library Endorsement, visit:

<https://www.sd.gov/411> > Endorsement Search

For all other certification and renewal information, visit SD DOE's new Educator Portal:

<https://doe.sd.gov/certification/>

IF YOU HAVE A MASTER'S DEGREE IN LIBRARY SCIENCE BUT NOT A TEACHING CERTIFICATE

LIBRARY SCIENCE EDUCATOR PERMIT INFORMATION

According to [ARSD 24:28:09:42](#), the library science permit is a five-year renewable permit awarded to a non-educator entering the education profession as a school librarian in grades K-12.

According to [ARSD 24:28:09:43](#), a library science permit may be issued to an applicant who meets **ALL** of the following requirements:

- Has a master's degree or higher in library science
- Passes the state-designated pedagogy test
 - The required pedagogy test is 5625 Principles of Learning and Teaching: Pre-K-12.
 - <https://www.ets.org/praxis/sd/test-takers/plan-your-test/certification.html>
- Passes the state-designated content test
 - The required content test is Praxis test 5311 (accepted through August 31, 2023) or 5312 (accepted beginning September 1, 2022).
 - <https://www.ets.org/praxis/sd/test-takers/plan-your-test/certification.html>

According to [ARSD 24:28:09:44](#), the employing school district or department-accredited school must provide a mentor school librarian, approved by the state library, during the first two years of employment as a librarian. (See more information about mentorship on page 3)

Additional Information

- This permit allows applicants to receive the Elementary School Library and/or the Secondary School Library Endorsement.
- This permit limits the holder to the area of a school librarian.
- For more details: <https://doe.sd.gov/certification/documents/LibraryScience.pdf>
- For educator permit renewal information, see Option 5 (Required for School Library Permit on this document: <https://doe.sd.gov/certification/documents/RENEWALREQ-EduPermit.pdf>)

SDSL SCHOOL LIBRARY MENTORSHIP PROGRAM

**This program is for library science educator permit holders ONLY. It is NOT required for certified teachers obtaining a library endorsement; nor is it required for current certified teachers who already have a library degree or endorsement.*

According to [ARSD 24:28:09:44](#), the employing school district or department-accredited school must provide the library science permit holder a mentor school librarian, approved by the state library, during the first two years of employment as a librarian.

The South Dakota State Library provides a mentorship program that the employing school district or department-accredited school can use to comply with ARSD 24:28:09:44. If the school district or department-accredited school chooses not to use this mentoring program with the library science educator permit holder, then they must provide a mentor school librarian and that mentor must be approved by SDSL's School Library Coordinator.

SDSL School Library Mentorship Requirements

All requirements must be completed during the first two years of employment as a librarian.

- **School Library 101 Course:** The school librarian must successfully complete the School Library 101 Course offered by SDSL School Library Services. This is a self-paced, on-demand course facilitated via the Canvas LMS. (coming in Summer 2024)
- **Site Visit:** The school librarian must set up one (1) in-person or virtual site visit with the SDSL School Library Coordinator.
- **Email Correspondence:** The school librarian must check-in with the SDSL School Library Coordinator quarterly (4 times per year, 8 times total) via email.

**It is the responsibility of the school librarian to initiate email contact, to schedule a site visit, and to enroll in the School Library 101 Course. It is also the responsibility of the school librarian to keep records of the site visit and email communication with the SDSL School Library Coordinator and the successful completion of the School Library 101 Course.*

While not required, it is advisable for the library science educator permit holder to also partake in other professional development and continuing education opportunities offered by the SD State Library.