

# South Dakota Public Librarian Certification Program

Updated August 2017; November 2018

The South Dakota State Library oversees a voluntary certification program for South Dakota public library directors and library staff. The goals of this program are to help library directors and staff acquire, maintain, and develop skills through continuing education in order to provide better library service to their communities. Through this program, the State Library recognizes public library directors and staff who update their knowledge and skills on a continuing basis. (Having a certified director is one of the *Essential Standards* for South Dakota public libraries, under the SDSL's library accreditation program.) An individual's certification is valid for three (3) years. To renew at the same level will require 30 contact hours of continuing education during that 3-year period.

## Certification Requirements for Library Directors

**Grade I:** Master's Degree in librarianship from a graduate library program accredited by the American Library Association

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**Grade II:** Bachelor's Degree from an accredited institution with a minor in library science (at least 18 college credit hours in library coursework)

-or-

Bachelor's Degree from an accredited institution (Library Studies) and completion of the South Dakota Library Training Institute.

*(A provisional certification may be granted upon completion of the first year of the Library Institute and within seven years from the start of Institute, or submission of original transcripts of six hours of an accredited undergraduate library program and completion within three years.)*

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**Grade III:** High school diploma or GED with three years of verified library experience, and completion of the South Dakota Library Training Institute.

-or-

A High School diploma and an associate degree in library studies from an accredited institution or at least 18 college credit hours of library coursework.

*(A provisional certification may be granted upon completion of the first year of the Library Institute and within seven years from the start of Institute, or submission of original transcripts of six hours of an accredited undergraduate library program and completion within three years.)*

## **Documents Required for Certification of Library Directors**

**Grade I:** MLS Graduate Diploma or transcripts

**Grade II:** Bachelors Diploma or transcripts from an accredited institution with a minor in library science (or at least 18 college credit hours of library coursework).

-or-

Bachelor's Diploma or transcripts from an accredited institution and SD Library Training Institute certificate

**Grade III:** High School Diploma or GED certificate, documentation of library experience, and proof of completion of SD Library Training Institute or Associate degree certificate/diploma or transcripts of 18 college credit hours of library coursework.

## Certification Requirements for Library Staff (Non-Director)

**Grade I:** Master's Degree in librarianship or other related field

-or-

Bachelor's Degree from an accredited institution and completion of the South Dakota Library Training Institute.

-or-

Bachelor's Degree from an accredited institution with a minor in library science (at least 18 hours of college credit library coursework).

*(A provisional certification may be granted upon completion of the first year of the Library Institute and within seven years from the start of Institute, or submission of original transcripts of six hours of an accredited undergraduate library program and completion within three years.)*

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**Grade II:** An Associates (two-year) degree from an accredited institution, and completion of the South Dakota Library Training Institute.

-or-

An Associate degree (two-year) in library studies from an accredited institution or at least 18 hours of college credit library coursework.

*(A provisional certification may be granted upon completion of the first year of the Library Institute and within seven years from the start of Institute, or submission of original transcripts of six hours of an accredited undergraduate library program and completion within three years.)*

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**Grade III:** High school diploma or GED, and completion of the South Dakota Library Training Institute.

*(A provisional certification may be granted upon completion of the first year of the Library Institute and within seven years from the start of Institute, or submission of original transcripts of six hours of an accredited undergraduate library program and completion within three years.)*

## **Documents Required for Certification of Library Staff (Non-Director)**

**Grade I:** MLS Graduate Diploma or transcripts

-or-

Bachelors Diploma or transcripts from an accredited institution and SD Library Training Institute certificate

-or-

Bachelor's Diploma or transcripts from an accredited institution with a minor in library science (at least 18 hours of college credit library coursework).

**Grade II:** Associate Diploma or transcripts and SD Library Training Institute certificate if necessary

**Grade III:** High School Diploma or GED certificate, and proof of completion of SD Library Training Institute.

## ***Certification Renewal***

Certificates are valid for three (3) years. Thirty (30) contact hours, during that 3-year period, are required for certification renewal. To obtain certification renewal, documents from any of the following are accepted.

- Certificates of completion indicating contact hours from:
  - Training sessions sponsored by SDSL, SDLA, or other recognized library organizations
  - Online classes or webinars from SDSL or other recognized library organizations (includes archived webinars)
  - Library/technology/education conferences (SDLA, MPLA, PLA, ALA, Internet Librarian, Computers in Libraries, TIE etc.) Include conference schedule indicating programs attended.
  - Workshops sponsored or presented by a certified Grade I or Grade II librarian
- Transcripts for courses taken through a college or university (1 semester hour = 15 contact hours)

Proof of completion for other workshops, seminars or conferences that have been pre-approved by the State Library. Please submit an activity for approval on the following form

<http://library.sd.gov/forms/FRM-CERT-ContactHours.pdf> Send to the address below.

\*If you are renewing a teaching certificate you need to contact the Department of Education. The library certification program is different from theirs . <http://www.doe.sd.gov/>

## ***Document Submission***

Documents may be submitted electronically. Enclose a copy of official transcripts, diploma, certificates or conference forms and submit along with the application form to:

Continuing Education Coordinator, South Dakota State Library  
800 Governors Drive Pierre, SD 57501  
Kathleen.Slocum@state.sd.us

*The South Dakota State Library Certification Committee will review applications throughout the year as they are received. It is the responsibility of the individual to submit application materials in an organized and timely manner.*

### ***South Dakota Public Library Standards***

#### ***Required Certification Grade Levels for Library Directors***

Population Served	Certification Grade Levels
10,000+	I
3,500-9,999	II or higher
1-3,499	III or higher