



Office of Commonwealth Libraries

Public Library Director Certification Extension Request

Introduction

The Public Library Code provides that a library that receives state aid must be administered by a library director who has been granted appropriate public librarian certification from the Pennsylvania Department of Education. The level of library director certification is based on the number of persons in the direct service area of the local library determined by the most recent United States Census report.

Certification	Local Library (Non-System Member): Direct Service Area Population	Member of Library System: Direct Service Area Population
Library Assistant	0 – 9,999	0 – 14,999
Provisional Librarian	10,000-19,999	15,000-19,999
Professional Librarian	20,000 and more	20,000 and more

The educational requirements for public librarian certification are provided for in 22 Pa. Code §133.

Certification	Minimum educational requirements
Library Assistant	2 academic years of college education including 9 credits in library science from an accredited institution OR 2 academic years of college education with no credits in library science and 9 college credits in library science from an accredited institution
Provisional Librarian	Bachelor’s degree including 12 credits in library science from a 4-year accredited college or university OR Bachelor’s degree with no credits in library science from a 4-year accredited college or university and 12 college credits in library science
Professional Librarian	Bachelor’s degree from a 4-year accredited college or university and a masters in library science from a school approved by the appropriate Commonwealth agency or accredited by the American Library Association

In order to maintain eligibility for state aid, a library which does not employ an appropriately certified library director must develop an educational plan and timeline for the director to obtain the Public Library Director Certification. Extensions of time to complete the certification requirements will be considered by the State Library on a case-by-case basis.

This form is intended to facilitate the submission of information by libraries if they become out-of-compliance with the certification standards and, if approved, provide for an extension of time for the director to become certified and the library to maintain eligibility for state-aid.

Instructions

1. Please review the Public Library Code Title 24 PA C.S. §§ 9301 to 9376 and The Pennsylvania Code, Title 22 Pa. Code §§ 131 to 143 on our website: www.statelibrary.pa.gov
2. An application for an extension of time to achieve certification must be complete before it will be considered by the State Library. Please withhold submission of an application until it is completed in its entirety.
3. Retain a copy of all application materials for your records.
4. Submit the completed extension application, with signatures, to ra-stateaid@pa.gov

Public Library Director Certification Extension Request

Please provide the following information about the person completing this form:

Name:

Date:

Title:

Telephone Number (with area code):

E-mail address:

A. Information about the Library and Director

Name of Library:

Name of Library Director:

Director's Email:

Date Library Director was hired:

Library Service Area Population:

Current Certification Level:

Required Certification Level:

Address of the Library (Include street, city, state, and zip code):

County:

District:

Library System (if applicable):

Mailing address if different from above:

Telephone number (with area code):

Website address:

Name of President, Board of Directors:

B. Selection of Library Director

Describe the hiring process that led to the selection of the current library director. Include the justification for selecting a library director that did not meet the public librarian certification requirements for your library.

C. Library Director's Educational Background

Educational attainment refers to the number of years of education a person has attended and completed, or the highest degree earned. This includes the number of elementary and high school years completed, participation in college prior to graduation, and varying levels of degree attainment (i.e. Associate's, Bachelor's, Master's, professional, and doctoral degrees). Select the highest educational attainment of the library director from the list below, as well as any credits earned that did not lead to a degree.

High School Diploma

Associate Degree

Program:

College or University:

Bachelor's Degree

Program:

College or University:

Master's Degree

Program:

College or University:

Doctoral Degree

Program:

College or University:

Credits earned from a college or university that did not lead to a degree.

Number of total non-degree credits earned:

Number of library science credits earned:

College or University:

D. Educational Plan

An educational plan provides a road map for the completion of the educational requirements for certification, including courses, credits to be earned and expected date of completion. Please complete the table below by listing each course you plan to complete to achieve the educational requirements for the certification required by your library.

Course	Number of Credits	College	Expected date of completion

E. Verification

On behalf of the above-named library, and with the authorization of its Board of Directors, we the undersigned, hereby submit this request and certify that to the best of our knowledge the responses herein provided as part of this application are correct and truthful. We understand the library will not be eligible for consideration for State Aid if the request is not approved by the State Librarian.

President, Board of Library Directors	Library Director
Signature:	Signature:
Print Name:	Print Name:
Date:	Date: