



Certification

Created 8/23/1990

Revised 1/13/2015

Some Library personnel are certified by the Kentucky State Board for the Certification of Librarians. Levels of certification are determined according to job requirements and responsibilities. Certification needs will be determined and applications made within one year of employment. The Library pays for application and renewal fees for certifications that are a requirement of employment.

The Library requires that all full-time staff members that provide information services be certified. Some part-time staff may be certified at the Library's discretion.

The Library will reimburse any employee or Library Board member who attends continuing education workshops and conferences in order to receive certification or achieve recertification. Permission to attend a workshop or conference must be made with the employee's supervisor.

Fee reimbursement will be made available for classwork, workshops, or seminars that will directly improve the employees' library related skills. The course must be approved by the director prior to registration. Availability of funds may limit the number of employees eligible to participate. If more request are received than there is money available, then priority will be given to in the following order: director, assistant director, full-time employees working toward certification, other full-time staff, and then part-time staff not needing certification. Eighty percent (80%) of the tuition costs will be paid at the time of registration with twenty percent (20%) upon satisfactory completion of the course work.

Temporary Certification

Employees in positions requiring certification may apply for temporary certification if they do not meet the qualifications set by the Kentucky State Board for the Certification of Librarians. Temporary certification is valid for five years, allowing the employee time to work toward fulfillment of the qualifications needed to obtain the appropriate certification for their position.

Other Professional Certifications

The Library employs some personnel who hold certifications in fields that are not necessarily library-specific. Where such certifications are required, employees will be reimbursed or allowed paid time for continuing education as necessary.

Recertification

Employees are required to seek and receive recertification as necessary.