

Appendix B - Primary Requirements

Each participant registers for one of four increasingly demanding achievement levels. Through accumulation of points, the participant identifies some breadth of knowledge among the four areas of library service:

- Public Services
- Technical Services
- Automation
- Administration/Management

A fifth area, General, is available to allow the participant to claim other skills, such as public speaking, assertiveness, stress management, and interpersonal relations.

A participant also has an opportunity to show, through accumulated points, specialization in one of the four areas of library service or a specialization in General Library Service.

A level of achievement is reached by accumulating a minimum number of points based on experience and education. Credit is assigned to Sources of Expertise:

- Experience: accumulated progressive library related experience assessed by Full Time Equivalency (FTE)
- Education: accredited higher education course work assessed by credit hours
- Other: activities of the participant which are demonstrably library related or supportive of the library profession assessed by evaluated contact hours and/or competency statements.

A conversion chart for estimating points is listed in Appendix G. A fuller discussion of Sources of Expertise appears in Appendix D.

Appendix C gives the details of point requirements for each level. Some of the principles of these point requirements are:

- Each level requires an increased breadth of knowledge, demonstrated by earning points in the library service areas. Level I requires two areas; Level II requires three areas; Level III and Level IV requires four areas. Choosing to specialize in a library service area does not exempt the participant from showing the required breadth of knowledge.
- The total points required for a level cannot be earned from only one Source of Expertise. For example, Experience cannot be used for all the points needed for a certificate.
- All points from Experience must be library-related and at least half the points from Education or Other must also be library related to the satisfaction of the Review Board.
- At least half the points needed for any level must have been earned within the last five years immediately preceding the awarding of the certificate.