

Certification Policy

KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.

Certification is a statutory requirement for most full-time library personnel and some part-time library personnel who provide library information service.

“No library coming under the provisions of KRS 171.230 to 171.306 shall have in its employ, in the position of librarian, or in any other full-time library service position, a person who does not hold an appropriate certificate of librarianship issued by the board.”—KRS 171.260

The Kentucky State Board for the Certification of Librarians administers library employee certification.

Positions that require certification, regardless of status as full-time or part-time, include:

- Library Director
- Assistant Director
- Branch Manager
- Department Head
- Bookmobile Librarian

All new hires that require certification are expected to obtain certification within six months of the hire date. Temporary certification is required if a new hire does not meet any of the criteria for initial certification (see Certification Manual for requirements).

Library certification must be renewed every five years, with the exception of temporary certifications, which are non-renewable. In the five-year certification period, library employees must complete continuing education opportunities that will satisfy the requirements of the Certification Board (see Certification Manual for requirements).

In the event that a library employee is unable or refuses to be certified, the employee may not legally hold a position that requires a certificate. In case of hardship in fulfilling certification renewal requirements, the state Certification Board generally provides ample extensions to a person in the certification process.

To assure compliance with state statute, the library may require employees to maintain certification. Failure to do so may result in disciplinary action or loss of employment.

[Reviewed 01/25/2021]