



# Civil Service FAQs

## Entry Level and Librarian I Exams

### **Why should I take the Entry Level and/or Librarian I Exams? Which exams should I take?**

Commonly, it is considered best practice to take any exam that you are eligible and would consider accepting a position for. Historically, these tests are given every other year - consider what life may look like for you two years from now (completing a degree, moving, etc.)! Eligible lists are consulted for **full time positions only** - you do not need to be on a list to be eligible for a part time position.

If you already hold a full time Librarian I position you may be eligible for a potential transfer for open positions, and are not *required* (but are still considered eligible) to take the exam again. There are many factors that impact eligibility in transfer scenarios, and should be confirmed on a case-by-case basis.

### **Am I eligible to take the exam?**

Generally, you will be eligible to take the exams if you have completed your MLS/MSLIS degree **OR** if you are currently enrolled in one of those programs. You are eligible to take these exams even if you have not yet completed your degree. For Children's Services and Spanish Speaking exams, additional requirements will apply. For full requirements, see the "*Minimum Qualifications*" section in the individual job title specifications [here](#), and reach out to Civil Service directly for any clarifications.

### **What if I want to take multiple exams that are being held the same day?**

If you want to take Children's Services and/or Spanish Speaking specialization exams, they will be included in the general Entry-Level/Librarian I exams. You will sit for one test on the exam date that will qualify you for multiple lists. For the Children's Services specialization, an additional set of questions will be added to the end of your exam. For the Spanish Speaking specialization, candidates with a passing sit-down exam score will be contacted to complete a Spanish language proficiency assessment given at the Civil Service office.

### **If they're all one test, do I have to pay separate fees?**

Yes. You will have to pay a separate fee for each list you would like to be included on.

### **Once I apply, how do I find out where to take the test?**

After you apply, your application will be reviewed by Civil Service, and they will contact you by mail on the status of your application. **If your application is not approved**, you will receive a letter indicating the reason, and either instructions to complete/correct any necessary requirements, or how to appeal their decision. **If approved**, you will receive a letter approximately one week before the test date with details on where you are assigned to take the exam (commonly a school). No news is typically good news! To confirm your application was received, keep a record of your confirmation (if applying online) or watch for your cashed check if applying by hard copy.



### **What should I expect? Can I do anything to prepare?**

The Entry Level and Librarian I exams are multiple choice. Keep an eye out for local professional development organizations hosting programs led by Civil Service representatives. In addition, test prep guides are available for most exams, in [print](#) and [electronic](#) formats.

### **After I take the test, how do I find out my score?**

Civil Service will mail a letter for each exam you sat for. Passing scores are always listed publicly on the Civil Service website, and typically your individual letter is received a few days after results (known as the eligible list) are posted online. It can take several months to score the exam and create the eligible list. Once the list is posted, that is considered the list's established date. Scores from any exams taken prior to this date are expired, and are no longer taken into consideration when determining who will receive canvass letters (see next question).

On the day of the test, you will have the opportunity to sign up for a review session of the test, typically given the following Saturday. Ask your room monitor how you can sign up. *You will be able to review the answer key for the test, not your individual answers.*

### **Once I'm on a list, how do I find jobs I am eligible for?**

Civil Service supplies libraries (upon request) with a list of candidates who are eligible to receive canvass letters for each individual open position. Eligibility is determined by several factors, most importantly your score (see additional information on the [rule of three](#)). You will be mailed these letters by the libraries with open positions you are eligible for.

For Entry Level and Librarian I exams, all candidates with passing scores are placed on Librarian I lists (with separate lists for Children's Services and Spanish Speaking specializations, or a combination thereof). If you have not yet completed your degree, you are eligible for Librarian Trainee positions only, and will not receive letters for Librarian I postings, regardless of your score. **It is very important to ensure that Civil Service is informed and the proper paperwork is submitted once you complete your degree, so you are eligible to receive canvass letters for Librarian I positions.**

If you currently hold a full time Librarian I position, you may be eligible for a potential transfer, and can apply for an open position even if you do not receive a canvass letter. You can find out about many current open positions via local professional organizations (such as SCLA or CLASC), on the SCLS discussion forums, or other listservs.

### **What if I have more questions?**

Reach out to Suffolk County's Civil Service Department directly:

[Website](#)

Phone: 631-853-5500