

Public Library Administrator's Certificate Program

The challenges faced by today's public library administrators require a solid foundation of training and experience. This program was designed to develop and enhance the management skills of professional librarians working in public libraries to hold critical leadership positions.

For several years NYS library systems have offered a post-MLS Advanced Public Library Administrator's Certificate Program offered by the Palmer Library School, LIU/Post.

New library directors and librarians who know or think they would like to become a public library director should consider enrolling in this program. It is also valuable for Assistant Directors and/or Department Managers, whether or not they aspire to become Directors.

This five-course, fifteen-credit program is recognized by the New York State Education Department. If you complete the full program you will receive an Advanced Certificate in Public Library Administration. This program covers all content areas required by the NYS Civil Service Public Library Director examinations and fulfills the administrative training component of the Civil Service "test" for director candidates without a second master's degree in business or public administration.

An emphasis is placed on preparing students to apply management theories and principles to a practical library settings. Case studies and course work are designed to empower students to become skilled professional decision makers. The courses are meant to cover areas and topics that students often do not have a chance to study and consider before becoming public library administrators

This cohort will have a maximum of 20 students but must meet the minimum of 15 to cost-effectively offer this next 5-course cycle.

The courses will be offered in this order:

- 1) Principles of Public Library Organization and Management (LIS 700)
- 2) Legal Issues and the Regulatory/Governance Environment of the Public Library (LIS 701)
- 3) Human Resources Administration in the Public Library (LIS 702)
- 4) Financial Management of Public Libraries (LIS 703)
- 5) Public Library Facilities, Automated Systems and Telecommunications (LIS 704)

Classes will meet **virtually or at a location, date and time TBD.**

Instructors: The courses are taught by well-respected library administrators with extensive experience in all aspects of the curriculum. Along with other Library Directors from the region. There will also be some guest lecturers.

Cost: The Library System / Palmer Institute for Public Library Administration and Management partnership makes this certificate program available at a group institutional discount rate.

Payments must be made by checks to the Library System. Sorry no payment by credit card.

ADMISSIONS PROCEDURES

The Advanced Certificate Program in Public Library Administration requires a formal application process for admission to the program. Please note you will not be required to submit letters of recommendation, an essay or GRE scores. The process is entirely online.

Even though many of the normal graduate requirements have been waived, participants are still required to fill out the application and send an official university transcript of their most recent degree. *If your MLIS (or other graduate) degree was awarded in a different name please let me know.*

Admission to the program is necessary to establish a formal student record, properly credit the courses to the student's record and maintain this record in the years to come. The Admissions fee has been waived for this program. (see below).

Apply via the quick application - <https://apply.liu.edu/quickapp2/?campus=P>

We will waive the application fee. **Use fee waiver code VL24**

Select the following:

Interested Campus: **Post (Brookville, Long Island)**

I'll be entering as: **Graduate**

I'll be starting my studies: **Select the semester of the new cohort** September 2024

Intended Major: **Public Library Admin ADV CRT**

Please note that official transcripts must be sent to post-enroll@liu.edu

Electronic transcripts are preferred.