

**ADOPTED REGULATION OF THE STATE LIBRARY,
ARCHIVES AND PUBLIC RECORDS ADMINISTRATOR**

LCB File No. R199-24

EXPLANATION – Matter in *italics* is new; matter in brackets ~~[omitted material]~~ is material to be omitted.

AUTHORITY: §§ 1-5, NRS 379.0073 and 379.0087; §§ 6-9, NRS 379.0073.

A REGULATION relating to public libraries; revising procedures relating to the program of certification for certain librarians; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Existing law requires the State Library, Archives and Public Records Administrator to adopt regulations establishing standards and qualifications for the certification of personnel of public libraries. (NRS 379.0073) Existing regulations establish a program for certifying librarians of public libraries which is applicable if the program is approved by the governing authority of a public library and the librarian does not hold a master's degree in library science from an institution accredited by the American Library Association. (NRS 379.0073; NAC 379.010-379.040)

Existing regulations require an applicant for certification as a librarian to hold: (1) a bachelor's degree and have at least 2 years of library experience; (2) an associate's degree and have at least 4 years of library experience; or (3) a high school diploma or general equivalency diploma and have at least 7 years of library experience. (NAC 379.020) **Section 7** of this regulation additionally authorizes an applicant with a master's degree who does not have any library experience to qualify for certification and decreases from 7 to 6 the years of library experience required by an applicant with a high school diploma or general equivalency diploma.

Existing regulations also require an applicant for certification as a librarian to have completed at least 21 semester hours of credit from an accredited college or university which include instruction in certain subjects relating to library science. (NAC 379.020) **Section 7** additionally authorizes an applicant to complete 315 hours of continuing education in courses relating to certain library subjects, or a combination of semester credit hours and hours of continuing education, to qualify for certification.

Finally, existing regulations require an applicant for certification as a librarian to submit to the Administrator a completed application accompanied by copies of academic transcripts and a letter of recommendation. (NAC 379.020) **Section 7** removes the requirement that the applicant submit a letter of recommendation and additionally requires the applicant to submit certain other documents, including those relating to completed courses of continuing education and years of library experience, if applicable.

Existing regulations require the holder of a certificate as a librarian to renew the certificate every 3 years. (NAC 379.030) **Section 8** of this regulation generally requires the holder to renew the certificate every 5 years. However, if the holder has twice, consecutively

renewed the certificate, **section 8** provides that the certificate is valid without renewal unless otherwise revoked or suspended by the Administrator.

Existing regulations require an applicant for a renewed certificate as a librarian to submit to the Administrator proof that the applicant has completed: (1) three semester credits for courses of continuing education approved by the governing authority of the public library; (2) five units of continuing education as established by a continuing education division of the University of Nevada, Reno, or the University of Nevada, Las Vegas; or (3) any combination of the semester credits and units of continuing education. (NAC 379.030) **Section 8** requires an applicant for a renewed certificate to submit to the Administrator a completed application accompanied by academic transcripts or certificates of completion proving that the applicant has completed: (1) three semester credit hours in courses from an accredited college or university in certain library subjects; (2) forty-five hours of continuing education in courses relating to certain library subjects; or (3) any combination of semester credit hours or hours of continuing education.

Existing law also authorizes the Administrator to adopt regulations governing the issuance of a conditional certificate as a librarian to persons who have not completed all of the requirements governing the course of study or other requirements for certification as a librarian. (NRS 379.0073) Existing regulations require an applicant for a conditional certificate to submit an application which is accompanied by academic transcripts, a letter of recommendation and proof that the applicant has completed a specified amount of the semester hours of credit required for full certification. (NAC 379.020, 379.040) **Section 9** of this regulation removes the requirement that the applicant for conditional certification submit a letter of recommendation. Additionally, **section 9** makes similar changes to those relating to the academic courses and courses of continuing education required for full certification under **section 7** for the purpose of authorizing the conditional certification of a person who has only completed a specified amount of the academic courses or courses of continuing education, or a combination thereof, required for certification as a librarian.

Finally, existing law requires the Administrator to adopt regulations setting forth the standards for approving a course of study or training used to qualify a person for certification as a librarian. (NRS 379.0087) **Section 5** of this regulation requires the academic courses and courses of continuing education used to satisfy the requirements for initial, renewed or conditional certification as a librarian pursuant to **sections 7-9** to contain instruction in library core competencies. **Section 7** also specifically requires a person applying for initial certification to have taken at least one academic course or 15 hours of continuing education in each library core competency. Additionally, **section 5** requires the Administrator to preapprove all academic courses and courses of continuing education used to satisfy the requirements for initial, renewed or conditional certification and establishes the application process for receiving preapproval of the courses.

Section 3 of this regulation defines “accredited college or university” and **section 4** of this regulation defines “library core competency.” **Section 6** of this regulation makes a conforming change relating to the applicability of **sections 2-5** of this regulation.

Section 1. Chapter 379 of NAC is hereby amended by adding thereto the provisions set forth as sections 2 to 5, inclusive, of this regulation.

Sec. 2. As used in NAC 379.020, 379.030 and 379.040, and sections 2 to 5, inclusive, of this regulation, unless the context otherwise requires, the words and terms defined in sections 3 and 4 of this regulation have the meanings ascribed to them in those sections.

Sec. 3. “Accredited college or university” means a college or university that is accredited by a national or regional accrediting agency that is recognized by the Office of Postsecondary Education of the United States Department of Education.

Sec. 4. “Library core competency” means:

- 1. Library administration;*
- 2. Collection and information management;*
- 3. Technology and digital services;*
- 4. Patron engagement and user services;*
- 5. Professional skills and competencies; or*
- 6. Specialized library services.*

Sec. 5. 1. Before a person submits an application for certification pursuant to NAC 379.020, 379.030 or 379.040, the person must submit an application to the State Library, Archives and Public Records Administrator for the approval of any academic course or course of continuing education that will be used by the person to satisfy the academic course or continuing education requirements described in subsection 1 of NAC 379.020, subsection 3 of NAC 379.030 or subsection 1 of NAC 379.040.

2. The State Library, Archives and Public Records Administrator shall approve a course that includes instruction in a library core competency.

3. If an applicant for a certificate described in NAC 379.020, 379.030 or 379.040 uses a combination of semester credit hours and hours of continuing education to satisfy the

requirements of subparagraph (3) of paragraph (c) of subsection 1 of NAC 379.020, subparagraph (3) of paragraph (a) of subsection 3 of NAC 379.030 or subparagraph (3) of paragraph (c) of subsection 1 of NAC 379.040, as applicable, 1 semester credit hour is equal to 15 hours of continuing education for the purpose of calculating compliance with those provisions.

Sec. 6. NAC 379.010 is hereby amended to read as follows:

379.010 1. *The program of certification set forth in* NAC 379.020, 379.030 and 379.040 ~~do~~ *and sections 2 to 5, inclusive, of this regulation does* not apply to a public library unless approved for use by the governing authority of the public library.

2. Upon approval by the governing authority of a public library, the program of certification set forth in NAC 379.020, 379.030 and 379.040 *and sections 2 to 5, inclusive, of this regulation* provides for the certification of a librarian in a public library. This program of certification is not applicable to a person who holds a master's degree in library science from an institution accredited by the American Library Association.

3. If a governing authority of a public library adopts an alternative program of certification, the governing authority may submit the alternative program to the State Library , ~~and~~ Archives *and Public Records* Administrator for review and approval. The State Library , ~~and~~ Archives *and Public Records* Administrator ~~will~~ *shall* not approve an alternative program unless that program meets or exceeds the requirements of the program of certification set forth in NAC 379.020, 379.030 and 379.040 ~~and~~ *and sections 2 to 5, inclusive, of this regulation.*

Sec. 7. NAC 379.020 is hereby amended to read as follows:

379.020 1. To be certified by the State Library , ~~and~~ Archives *and Public Records* Administrator as a librarian, a person must:

~~{1.}~~ (a) Submit to the State Library , ~~{and}~~ Archives *and Public Records* Administrator a completed application *for certification* which is accompanied by:

~~{(a)}~~ (1) Copies of academic transcripts; ~~{and}~~

~~—(b) A letter of recommendation.~~

~~—2.}~~ (2) *Copies of certificates of completion for courses of continuing education, if applicable;*

(3) Proof of library experience, if applicable; and

(4) Any other documentation required by chapter 379 of NRS.

(b) Hold:

~~{(a)}~~ (1) *A master's degree;*

(2) A bachelor's degree and have at least 2 years of library experience;

~~{(b)}~~ (3) An associate's degree and have at least 4 years of library experience; or

~~{(c)}~~ (4) A high school diploma or general equivalency diploma and have at least ~~{7}~~ 6 years of library experience.

~~{3. Have}~~

(c) *Subject to subsection 2, have* completed at least ~~{21}~~ :

(1) *Twenty-one* semester *credit* hours ~~{of credit}~~ from an accredited college or university ~~{which include instruction in each of the following subjects:~~

~~—(a) Organization and administration of a library.~~

~~—(b) The cataloging and classifying of materials for a library.~~

~~—(c) Reference, bibliography and service.~~

~~—(d) The selection of materials for a library.~~

~~—(e) Literature for children and young adults.~~

~~—(f) The use and selection of educational media and audiovisual equipment.~~

~~—(g) The use of computers in a library and in the study of library science.}~~ *in courses which have been approved by the State Library, Archives and Public Records Administrator in accordance with section 5 of this regulation;*

(2) Three hundred fifteen hours of continuing education in courses which have been approved by the State Library, Archives and Public Records Administrator in accordance with section 5 of this regulation; or

(3) An equivalent combination of the semester credit hours and hours of continuing education described in subparagraphs (1) and (2).

2. A person applying for certification as a librarian must complete at least one academic course or 15 hours of continuing education, as applicable, in each library core competency described in subsections 1 to 6, inclusive, of section 4 of this regulation.

Sec. 8. NAC 379.030 is hereby amended to read as follows:

379.030 1. ~~{A}~~ *Except as otherwise provided in subsection 2, the holder of a certificate as a librarian ~~{is valid for 3}~~ shall renew the certificate every 5 years . ~~{after the date on which it is issued.}~~*

2. A certificate as a librarian that is twice, consecutively renewed is valid without renewal unless revoked or suspended by the State Library, Archives and Public Records Administrator.

3. To renew ~~{such}~~ a certificate ~~{,}~~ as a librarian, a person must submit to the State Library , ~~{and}~~ Archives and Public Records Administrator ~~{proof that}~~ a completed application for renewal accompanied by:

(a) Copies of any academic transcripts or certificates of completion for courses of continuing education that prove that the person has completed satisfactorily:

~~{(a)}~~ (1) Three semester ~~{credits for}~~ *credit hours in* courses ~~{of continuing education}~~ *from an accredited college or university* which have been approved by the ~~{governing authority of the public library}~~;

~~—(b) Five units}~~ *State Library, Archives and Public Records Administrator in accordance with section 5 of this regulation;*

(2) *Forty-five hours* of continuing education ~~{as established by a continuing education division of the University of Nevada, Reno or the University of Nevada, Las Vegas;}~~ *in courses which have been approved by the State Library, Archives and Public Records Administrator in accordance with section 5 of this regulation;* or

~~{(e)}~~ (3) Any combination of ~~{paragraphs (a)}~~ *the semester credit hours or hours of continuing education described in subparagraphs (1) and*

~~—2.}~~ (2); and

(b) *Any other documentation required by chapter 379 of NRS.*

4. The ~~{proof}~~ *application and documentation* required by subsection ~~{H}~~ 3 must be received by the State Library , ~~{and}~~ Archives *and Public Records* Administrator before the expiration date of the person's certificate.

Sec. 9. NAC 379.040 is hereby amended to read as follows:

379.040 1. The State Library , ~~{and}~~ Archives *and Public Records* Administrator ~~{will}~~ *shall* issue a conditional certificate as a librarian to a person who : ~~{submits;}~~

(a) ~~{A}~~ *Submits a* completed application *for a conditional certification* which is accompanied by:

(1) Copies of academic transcripts; ~~{and}~~

(2) ~~{A letter of recommendation.}~~

~~—(b) Proof that the person has completed at least 15 of the 21 semester hours of credit required pursuant to NAC 379.020.~~ *Copies of certificates of completion for courses of continuing*

education, if applicable;

(3) Proof of library experience, if applicable; and

(4) Any other documentation for certification as a librarian required by chapter 379 of NRS;

(b) Holds the academic degree and library experience, as applicable, required by NAC 379.020; and

(c) Has completed at least:

(1) Fifteen of the 21 semester credit hours required by NAC 379.020;

(2) Two hundred twenty five of the 315 hours of continuing education required by NAC 379.020; or

(3) Any combination of the semester credit hours and hours of continuing education described in subparagraphs (1) and (2).

2. ~~[To obtain certification as a librarian, a]~~ *A* person who holds a conditional certificate pursuant to subsection 1 must complete the remaining requirements for certification prescribed in NAC 379.020 *and apply for certification as a librarian pursuant to NAC 379.020* within 5 years after issuance of the conditional certificate.