

## **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. The cost of the first class in Fall 2021 is \$1,550.00. Tuition increases slightly each academic year: \$1,600 for academic year 2022-2023 and \$1,650 for academic year 2023-2024. **Payments must be made by checks to the Library System. Sorry no payment by credit card.**

If interested, please complete and submit the attached application as soon as possible. Applications will be accepted in date of application order until the maximum class size is reached. Preference will be given to applicants that will be taking the whole certificate program. A minimum of two years post-MLS experience working in public libraries is preferred.

## **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 **LIUNEW21**

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**

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

*Please note that official transcripts must be sent to [post-enroll@liu.edu](mailto:post-enroll@liu.edu)*

*Electronic transcripts are preferred.*

## **Program Buzz**

We created this program to prepare current and future public library administrators to deal with the practical, real life aspects of managing a public institution. It is not about being a great librarian; it's about being a highly competent executive and leader for your staff and your library." ***Jerry Nichols***

"These classes teach us all the things that we didn't learn in library school about running a public library." ***Rebekkah Smith Aldrich***

"The post-Master's Certificate of Advanced Studies in Public Library Administration from LIU Palmer School of Library & Information Science was no less than a transformative experience for me. The coursework synthesized the foundational learning of the master's degree with real day-to-day experience of working in and running a library. You learn from your professors and colleagues in a dynamic fashion and the cohort model enhances every aspect of the program. If you're looking to elevate your professional experience, this program can make all the difference!"

***-Claudia Depkin, Director, Haverstraw King's Daughters Public Library, Garnerville, NY & 2021 President, New York Library Association***

“Almost everything I know about being a library leader was learned through this program. It gave me the information and confidence I needed to be a strong library director for my community.”

***-Gillian Murphy, Director, Elting Memorial Library, New Paltz, NY***

" We have put several of our managers--including me--through the Advanced Certificate in Public Library Administration program, and it's been invaluable to our organization. It's elevated the level of discourse and decision-making, and it's helped us adapt and thrive while we planned and opened a new facility and then quickly pivoted into the COVID-19 pandemic. Training like this is vital for modern library managers to be successful."

***Adrienne Pettinelli, Director, Henrietta Public Library, Rochester, NY***

“The LIU/Palmer program was perfect for me as a mid-career librarian. The topics discussed in the classes were very relevant, made me a better librarian, and library Director. These courses will really make you think, and it’s easy to apply the knowledge gained to the everyday work of managing a public library.”

***-Stephen Cook, Director, Starr Library, Rhinebeck, NY***