



# Montana Certification Program for Library Directors, Staff and Trustees

Program History

Update Timeline

Discussion

June 2022

# Objectives



Learn about the MSL  
Continuing Education  
(CE) Program



Learn how to access  
the CE program in  
ASPeN

But first . . . a question for you!



# A Short History of the CE Program

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1990 - 2022

# 1990 Goals

## WHY VOLUNTARY CERTIFICATION?

The goal of the voluntary certification program is to:

1. improve library service throughout the state;
2. motivate public librarians and library staff members to acquire, maintain, and develop their skills through basic and continuing education;
3. recognize public librarians and library staff who, on a continuing basis, update their knowledge and skills in order to provide better library services to their patrons;
4. improve the public image of librarians and libraries;
5. provide guidelines for public library boards to use to select and retain personnel.

The voluntary certification program will assist in providing for increased direction and uniformity in continuing education programs for librarians across the state and in identifying and recruiting qualified librarians for public library positions.

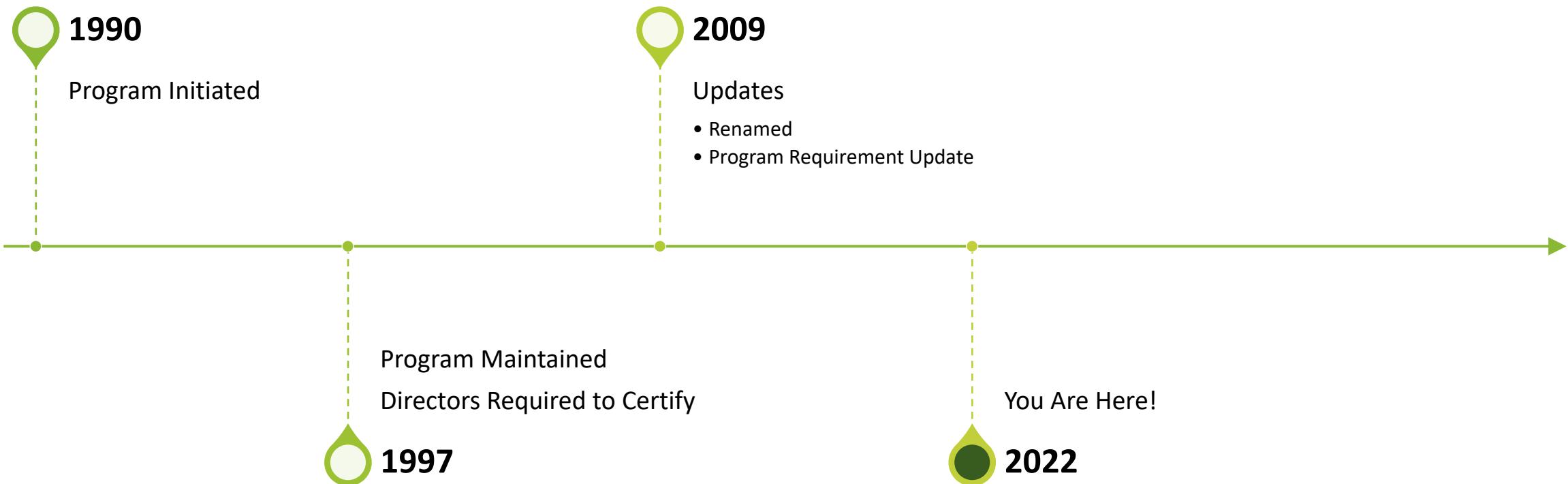
## 2009 CE Program Goals

- ***Promote continuing education and its impact for quality library services***
- Bring the Montana Library Certification Program into line with more recent competencies and certification programs such as Western Council and ALA
- Improve recognition for librarians who participate and libraries that encourage staff to continue learning by:
  - Improving how certified librarians are recognized
  - Differentiating between minimum and extraordinary efforts
  - Making the program certificate a useful tool for hiring and promotion
- Develop a track for public library directors that:
  - Requires continuing education for all public library directors
  - Is more meaningful for what they need to know
- Develop a voluntary track for trustees and/or library boards
- Clarify ambiguous sections of the program

# CE Categories

1990	1997	1999	2009
<ul style="list-style-type: none"><li>• Public library administration</li><li>• Public library services to the public</li><li>• Technical Services</li><li>• Collection Management</li></ul>	<ul style="list-style-type: none"><li>• Library Administration</li><li>• Library Services to the Public</li><li>• Collection Management</li><li>• Technical Services and Technology</li></ul>	<ul style="list-style-type: none"><li>• Library Administration</li><li>• Library Services to the Public</li><li>• Collection Management and Technical Services</li><li>• Technology</li></ul>	<ul style="list-style-type: none"><li>• Library Administration</li><li>• Library Services to the Public</li><li>• Collection Management and Technical Services</li><li>• Technology</li></ul>

# CE Program Timeline



# CE and Certification - Why?

Taking continuing education courses is an important part of becoming and remaining skilled in the library profession.

Certification is a way to receive recognition for individual commitment to continuing education and lifelong learning.

# Library Staff Track

60 CE credits earned in a 4-year period

- Minimum of 10 credits in each CE category
  - Library Administration
  - Library Services to the Public
  - Collection Management and Technical Services
  - Technology
- Balance of credits are electives

Your supervisor must verify credits to complete certification

# Library Administration Track

60 CE credits earned in a 4-year period

- Minimum of 20 credits in the Library Administration CE category
- Minimum of 10 credits each in Library Services to the Public, Collection Management and Technical Services, and Technology
- Balance of credits are electives

Your supervisor must verify credits to complete certification

Required for directors, voluntary for library staff



It's in the  
Manual

Home > Libraries > Library Development > **Certification**

## Certification

In order to help Montana libraries provide the highest quality of service to patrons, the Montana State Library offers a certification program and a variety of continuing education and training opportunities for Montana librarians, library staff, and trustees.

### Montana Library Certification Program

The [Montana Library Certification Program](#) was established to promote continuing education and to recognize librarians and trustees who continue to expand their knowledge and skills to provide improved services for patrons and communities. Public library directors must be certified in order for the library to meet the current standards and receive state aid. Certification is voluntary for all other librarians and trustees.



NOTE: Beginning July 2022, public library standards require trustees have three hours of continuing education each year. This can be accomplished in a variety of ways but should include a quorum of the Board for each continuing education opportunity. This standard does not require tracking of continuing education credits for certification.

Check the [ASPeN Events calendar](#) and the [Other Library Learning](#) page regularly for new and upcoming opportunities.

### MSL Certification Manuals

Current Manual



ASPeN: The New Library Directo  
Events Calendar

# It's all in ASPeN!

- ✓ Update Your Profile
- ✓ Find CE Events
- ✓ Claim Your Credits
- ✓ Get Certified!

ASPeN: The New Library Directory

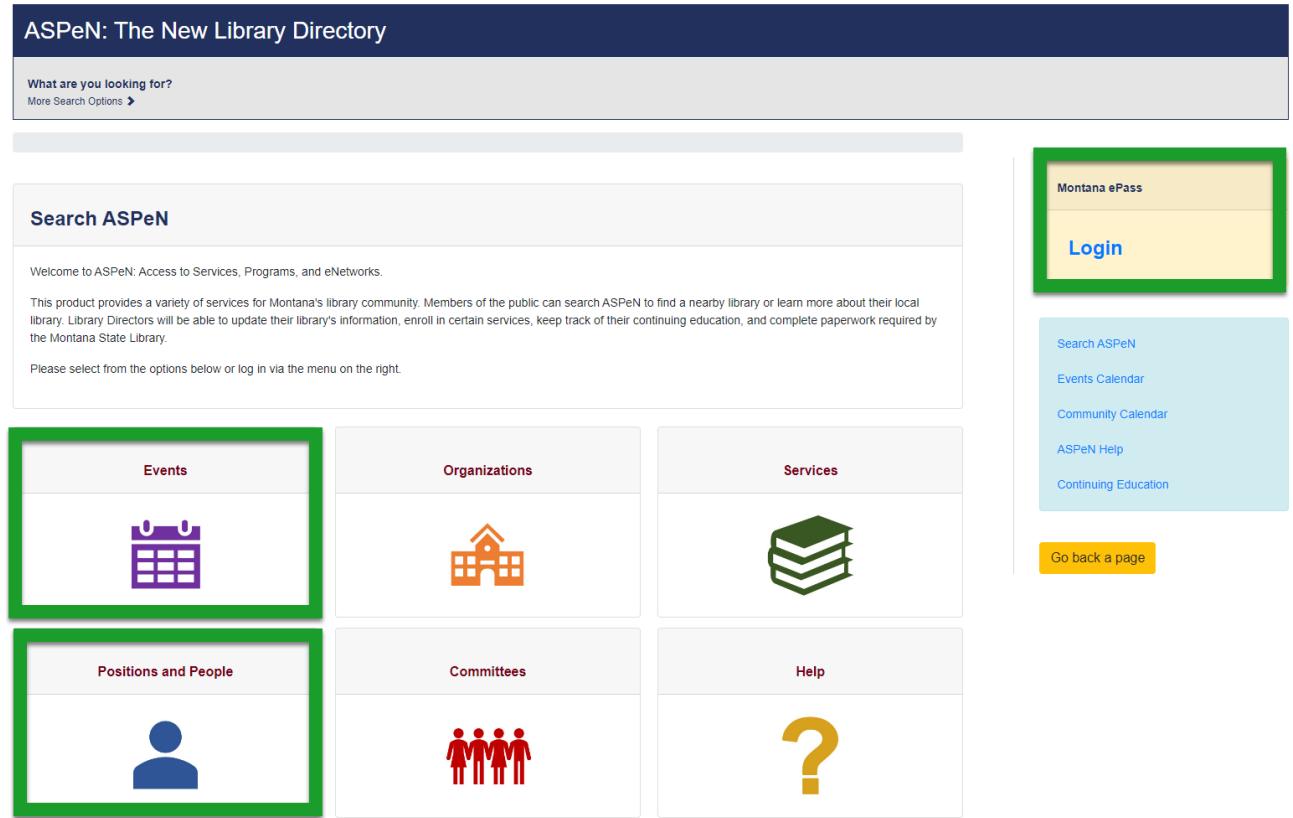
What are you looking for?  
More Search Options >

Search ASPeN

Welcome to ASPeN: Access to Services, Programs, and eNetworks.

This product provides a variety of services for Montana's library community. Members of the public can search ASPeN to find a nearby library or learn more about their local library. Library Directors will be able to update their library's information, enroll in certain services, keep track of their continuing education, and complete paperwork required by the Montana State Library.

Please select from the options below or log in via the menu on the right.



Events

Organizations

Services

Positions and People

Committees

Help

Montana ePass

Login

Search ASPeN

Events Calendar

Community Calendar

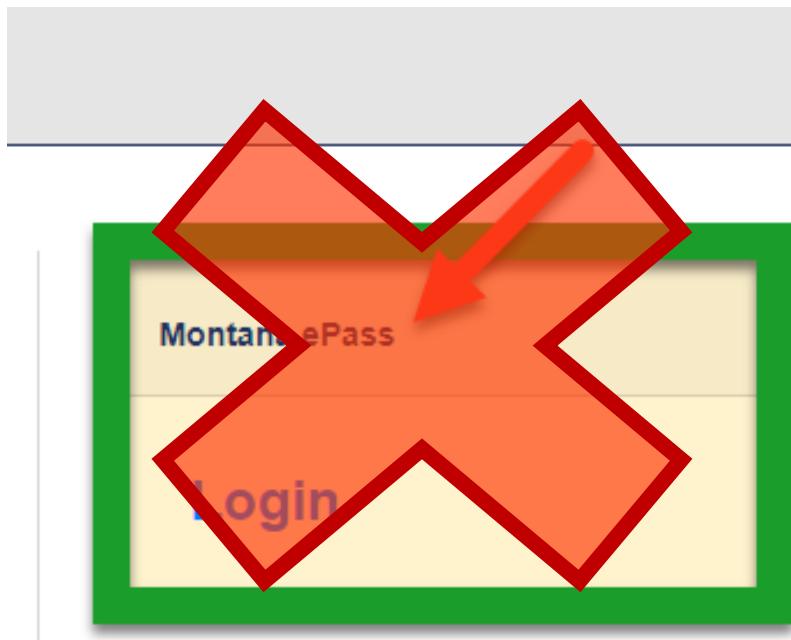
ASPeN Help

Continuing Education

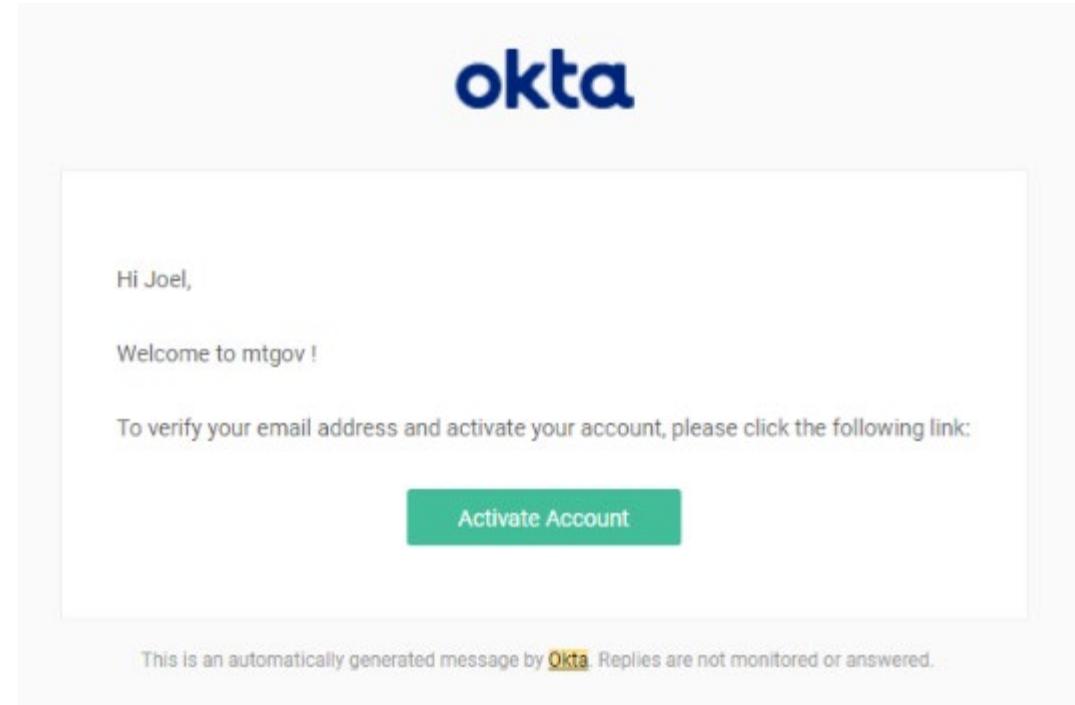
Go back a page

# It's all in ASPeN!

ASPeN Sign In Change: From ePass to Okta



Okta Single Sign On goes live by June 30



# ASPeN Help

Knowledge Base / ASPeN

Search articles 

 **Continuing Education and Events**  
Continuing Education and Events

-  [Claiming credit for attending MLA sponsored training events](#)
-  [ASPeN - Registering for an Event](#)
-  [ASPeN - Printing your Continuing Education Certificate](#)
-  [ASPeN - Using a recent college degree to claim Montana State Library certification](#)
-  [ASPeN - Event Registration and Review](#)

[more ➔](#)

 **General**  
General

-  [ASPeN - Creating a new Multi-Page Form](#)
-  [ASPeN - Getting to know the system](#)
-  [ASPeN - Practice Tasks \(after login\)](#)
-  [ASPeN - Practice Tasks \(without login\)](#)

 **Login and Managing Your Account**  
Login and Managing Your Account

-  [ASPeN - Recovering a Montana ePass Username/Password \(ASPeN Login Recovery\)](#)
-  [ASPeN - Updating your personal information](#)
-  [ASPeN - Updating Personal/PERSON Information](#)
-  [ASPeN - Logging in](#)
-  [ASPeN - Creating a New ePass Account](#)

 **Managing Your Organization**  
Managing Your Organization

-  [ASPeN - Directors - What to do when you get a new employee](#)
-  [ASPeN - Adding/Updating documents and other organization resources](#)
-  [ASPeN - Adding an Image for your Organization/Library](#)
-  [ASPeN - Updating Library/Organization](#)

 **Reporting**  
Reporting

-  [ASPeN - How to Record Federation Expenses](#)
-  [ASPeN - Reporting](#)



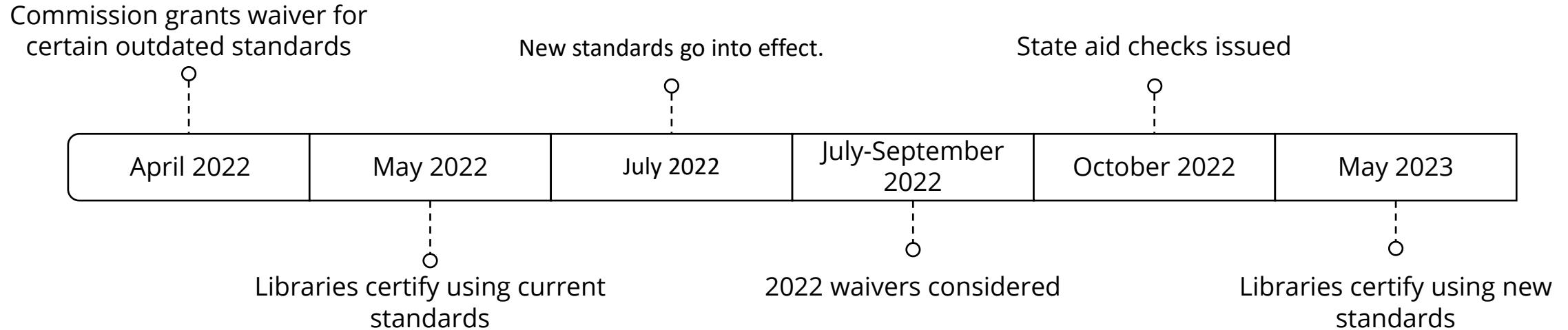
Questions?



# New Public Library Standards

July 1, 2022

# Standards Implementation Timeline



# Administrative Rules of Montana (ARM)

## 10.102

### TRUSTEES

#### NEW Rule I

The board receives at least three hours of continuing education each year

### PERSONNEL

#### NEW RULE III

The Director is or will be certified by the Montana State Library within the required timeframe mandated by the certification program adopted by the Montana State Library Commission.

Directors of libraries that serve over 25,000 people have a Master of Library Science or equivalent degree

The board adopts a sufficient budget for continuing education

Staff have the tools and training they need to perform their work

# CE Program Update Timeline





Questions?

# Information and News Sources



[MSL WEBSITE](#)



[NEWSLETTERS](#)



[MSL HELP DESK](#)



[WIRED LIST SERV](#)



[ASPEN EVENTS  
CALENDAR](#)



[EMAIL/CALL ANY  
MSL STAFF MEMBER](#)

# Stay in Touch

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