

Course Catalog

Proposals for MSL Commission Approval

- Certification Committee Meeting
- September 30, 2026



Basic Laws: Understand state and federal laws that apply to libraries	Yes/No	Notes
Doing an Accessibility Audit of Your Library (312)		

Board, Government, and Community Relations: Work with boards, local government officials, community members, and the Montana State Library	Yes/No	Notes
Board Dynamics (182)		
Connecting with Local Government Officials: How Libraries Add Value (233)		
Connecting with Local Government Officials - Libraries and Literacy (234)		
Connecting with Local Government Officials - Better Libraries, Better Achievement, Better Futures (235)		
Connecting with Local Government Officials - Do public libraries help mitigate crime?(236)		
We should probably write this down: agreements (317)		
Working with Library Support Groups (318)		

Data and Reporting: Data management and reporting	Yes/No	Notes
Count Week (319)		

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Facility Management: Manage the library facility and ensure community members can safely access and use the building	Yes/No	Notes
Universal Design at Your Library (271)		
Accidental Facilities Manager (272)		
Crisis Communications Planning for Libraries, Archives, and Museums (273)		
De-Escalation (299)		
De-Escalation and Safety (300)		
Homelessness – Peripherals (303)		
Mental Health - Addictions, Dependencies, PTSD (305)		

Financial Management: Understand the budget, library finances, and financial reports	Yes/No	Notes
Navigating the Elective Roadmap to Excellence: Improve Library Funding and Structure (215)		
Grantseeking for Libraries: Strategies and Tips (283)		

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Library Services: Understand the basics of library services and oversee collection management, programming, outreach, information services, and technology	Yes/No	Notes
InterGen at the Library: Programming and Engagement Across Ages (187)		
Readers' Advisory Services for Genre Fiction (189)		
LiFT: The Reference Interview (253)		
LiFT: Classification and Call Numbers (255)		
LiFT: Subject Headings (256)		
LiFT: Copy Cataloging 9258)		
LiFT: Introduction to Collection Policies (261)		
LiFT: Selection and Acquisitions (262)		
LiFT: Collection Assessment (265)		
Homelessness - Core Training (301)		
Homelessness - Deeper Understanding (302)		
Mental Health - Four Part Series (304)		
Mental Health and Mental Illness (306)		
Montana Shared Catalog WorkFlows Circulation Basics (321)		
Strengthening early literacy through practical, research-informed strategies (323)		

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MSC Quarterly Webinar: Utilizing Item Fields to Optimize Reports in BCA and the Enterprise OPAC (324)		
MSC Fall Workshop: Where's Your Cat Map? Update Your Item Processing and Patrons Will Thank You! (325)		
MSC WorkFlows Introduction to the Catalog and Adding Items (326)		
MSC WorkFlows Circulation - Intermediate Skills (327)		

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Personnel Management: Supervise library staff and volunteers	Yes/No	Notes
Navigating the Elective Roadmap to Excellence - Staff Development (212)		
Hiring Well and Getting Your New Employee Off to a Good Start (277)		
Providing Constructive Employee Feedback (278)		
Successful Supervising in Libraries of All Sizes Part 1 (279)		
Successful Supervising in Libraries of All Sizes Part 2 (280)		
Proactive Planning for Library Staff Transitions (281)		
Public Library Directors 101 (282)		

Planning: Work with the board to create a plan for the library	Yes/No	Notes
Navigating the Elective Roadmap to Excellence – Overview (209)		
Navigating the Elective Roadmap to Library Excellence: Better Access to Materials (210)		
Navigating the Elective Roadmap to Library Excellence: Board Development (211)		
Navigating the Elective Roadmap to Excellence: Planning and Evaluation (216)		

Policy: Assist the board with policy development and adoption	Yes/No	Notes
Policy development for small libraries (320)		