

CHAPTER 23
NEW JERSEY PROFESSIONAL LIBRARIAN
CERTIFICATION

Authority

N.J.S.A. 18A:73-26, 18A:73-35i, 18A:74-10
and 45:8A-1; and P.L. 2001, c. 137.

Source and Effective Date

R.2008 d.87, effective April 7, 2008.
See: 39 N.J.R. 5180(a), 40 N.J.R. 1921(a).

Chapter Expiration Date

Chapter 23, New Jersey Professional Librarian Certification, expires
on April 7, 2013.

Chapter Historical Note

Chapter 23, New Jersey Professional Librarian Certification, was
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SUBCHAPTER 1. GENERAL PROVISIONS

15:23-1.1 Purpose, scope and applicability

This chapter is adopted by the New Jersey State Library in order to state the preparation necessary for those librarians required by their positions to be certified previously under N.J.A.C. 6:11-12.7; to state the procedures governing the licensure of these positions; to codify the reorganization of this function from the Department of Education to the State Library; and to update rules related to librarian certification. The rules delineate the organization, powers and duties of,

and proceedings before the Board of Appeals. This chapter applies to all public libraries, including county, municipal, joint-free public libraries and association libraries and to librarians working in New Jersey applying for a certificate. This chapter serves to improve the quality of service in New Jersey public libraries.

15:23-1.2 Definitions

The following words and terms, when used in this chapter, shall have the following meaning unless the context clearly indicates otherwise:

“Accredited” means an institution that has a professional education unit and has successfully completed a review process by the American Library Association. The institution must meet state, professional and institutional standards as determined by a review of its individual programs and overall capacity to prepare professional librarians.

“Certificate” means a valid New Jersey Professional Librarian’s Certificate.

“Certified” means an individual who holds a valid New Jersey Professional Librarian’s Certificate.

“Professional Librarian” means those librarians holding a valid New Jersey Professional Librarian’s Certificate.

“Registrar’s Office” means the office of the Registrar at Thomas Edison State College.

“State Library Aid” means the aid as described in N.J.S.A. 18A:74-1 et seq., and includes per capita, audiovisual, emergency and incentive aid.

“State Library” means the New Jersey State Library, which is affiliated with Thomas Edison State College, pursuant to N.J.S.A. 18A:73-26.

“Valid certificate” means a Professional Librarian’s Certificate issued by the Department of Education prior to April 24, 2004, or the Thomas Edison State College thereafter.

**SUBCHAPTER 2. PROFESSIONAL LIBRARIAN
CERTIFICATION**

**15:23-2.1 Public library professional librarian
requirement**

(a) Pursuant to N.J.S.A. 45:8A-3 any municipality or group of municipalities having a population of 10,000 inhabitants or over shall require that any person employed in a public library in any professional office or position that requires, for adequate performance, the knowledge and techniques of library science as taught in accredited library schools to hold a Professional Librarian’s Certificate.

(b) Pursuant to N.J.A.C. 15:21-2.3 and 2.4, a library serving any municipality or group of municipalities having a population of 7,500 inhabitants or over, N.J.S.A. 45:8A-3 notwithstanding, will employ, in all professional librarian positions counted for State Library Aid purposes, librarians holding a New Jersey Professional Librarian's Certificate.

15:23-2.2 Administration of professional librarian certification

(a) The State Library, affiliated with Thomas Edison State College, is responsible for certification of professional librarians as required by N.J.S.A. 45:8A-1. Pursuant to Reorganization Plan 003-2004, this function was transferred from the New Jersey Department of Education to the New Jersey State Library.

(b) On behalf of the State Library, the Office of the Registrar at Thomas Edison State College shall issue a Professional Librarian Certificate to librarians to serve in public libraries based upon certified scholastic records.

(c) All actions taken by the Registrar's Office shall be taken pursuant to this chapter.

1. The Registrar's Office shall issue one category of Professional Librarian Certificate: permanent.

2. Professional Librarian Certificates are permanent; they cannot be suspended or revoked.

15:23-2.3 Requirements for certification eligibility

(a) A candidate for certification shall hold a master's degree in an approved professional librarian education preparation program from:

1. A program accredited by the American Library Association for the preparation of librarians;

2. A Master of Arts in School and Public Librarianship-Public Librarianship Track from the Rowan University Graduate School; or

3. A college or university in a country other than the United States meeting the equivalency requirements of a credentials evaluation agency approved by the Thomas Edison State College. The credentials evaluation agency will analyze the applicant's coursework and prepare a report for submission to the Registrar's Office. The report shall include the following:

i. Studies equivalent to a master's degree from a college or university in the United States with a program accredited by the American Library Association for the preparation of librarians; and

ii. A course-by-course listing and the semester-hour equivalent of each area of graduate level study.

(b) Under no circumstances may the degree requirements for certification be waived; Alternative education and/or experience may not be substituted for degree requirements.

15:23-2.4 Certificate issuance

(a) On behalf of the State Library, the Registrar's Office will examine the candidate's application for a Professional Librarian's Certificate for completeness and conformance with N.J.A.C. 15:23-2.3.

1. If approved, the Registrar's Office shall issue a Professional Librarian's Certificate to the applicant.

2. If not approved, the Registrar's Office shall issue a written evaluation that identifies the deficiencies for the certificate. Deficiencies may include failure of the candidate to:

i. Provide an official transcript from applicant's college or university regarding their academic record;

ii. Complete the required application form;

iii. Meet the applicable requirements of N.J.A.C. 15:23-2.3; and/or

iv. Pay the required fee.

(b) The Registrar's Office shall issue a replacement certificate providing there is proof that the Department of Education had previously issued the certificate, that the holder has completed the appropriate application, attached a statement of loss and submitted the required fee.

15:23-2.5 Certification fees

On behalf of the State Library, the Registrar's Office shall issue a permanent certificate for a non-refundable fee of \$75.00 and issue a replacement certificate for a non-refundable fee of \$40.00.

SUBCHAPTER 3. PUBLIC LIBRARY RESPONSIBILITIES AND REPORTING REQUIREMENTS

15:23-3.1 Public library responsibility

The director of the employing public library shall require every newly employed librarian to exhibit her or his Professional Librarian's Certificate before the librarian assumes any responsibility for the performance of his or her duties. It shall be this director's responsibility to ensure that the certificate is valid.

15:23-3.2 Public library reporting requirements

The director of each public library system shall report the names of all librarians to the State Library and provide copies of their certificates, as the State Librarian shall require.