

General

What are the benefits of earning the Certificate of Librarianship?

The core courses provide an overview of librarianship as a profession and training in areas most common to library work. The core courses plus the electives and technology training will help current library staff improve their job performance and help prepare aspiring librarians for future work.

Having the Certificate of Public Librarianship is often listed as a preference in job postings. Completing it can also be used to advocate for pay increases.

The classes create a cohort of librarians that last beyond the scope of the certificate program, allowing for ongoing peer-to-peer learning and collaborations. This program also helps VTLIB staff and librarians get to know each other.

How much does it cost to enroll in the Certificate of Public Librarianship program?

There is no fee for participants in this program.

I am not a director of a Vermont library, but I would like to be. Can I enroll in the Certificate program?

If you live in Vermont and there is room in the program, you are welcome to enroll. For classes that have a cap on enrollment, priority will be given to people currently working in a Vermont library.

I am a volunteer/Friend of the Library/staff member (not the director or head librarian) at a Vermont library. Can I enroll in the Certificate program?

If there is room in the program, you are welcome to enroll. For classes that have a cap on enrollment, priority will be given first to directors, and then to other library staff.

I was working at a Vermont library when I started the program but am no longer working there. Can I stay in the program?

Yes.

Is the Vermont Certificate of Public Libraries recognized in other states?

It is not recognized as a credential. It does indicate a level of training, though, so may be seen as an asset in an out-of-state job search.

Program Logistics

Do I have to take the classes in a certain order?

No.

How are Continuing Education Units (CEUs) calculated?

Each core course is 25 CEUs. For other workshops/webinars the formula is 1 Contact Hour = 1 CEU. Conferences and multi-week courses earn up to 12 CEUs.

When should I send in a list of the workshops I've attended?

Progress reports should be submitted to the Vermont Department of Libraries (VTLIB) twice a year, on or before May 15th and on or before December 15th. Any reports

submitted outside of the May/December schedule will be filed and processed according to that schedule.

How often does VTLIB offer the core courses?

Each core course is offered at least once a year. Typically, two are offered in the fall and two are offered in the spring.

Does VTLIB offer Continuing Education (CE) in addition to the core courses?

Yes. VTLIB offers webinars on a range of topics and also hosts guest presenters.

Where can I earn credit for core courses other than the courses offered by VTLIB?

There are many providers of online library CE, including many free CE opportunities.

There is a list of providers on the VTLIB CE website page:

https://libraries.vermont.gov/services/continuing_ed/webinars

Where can I find information about upcoming CE opportunities?

VTLIB shares upcoming CE opportunities regularly on the staff list serves, through weekly and monthly updates, the department digest, and newsletter. Other library list serves, websites, social media often promote trainings, too.

Can I earn CEUs for trainings that are not specifically library trainings?

Yes, if the topic is relevant to library work, for example, technology, community engagement, EDI, working with volunteers. Workshops from outside the library profession should be pre-approved to guarantee credit.

Can I earn CEUs for work I do at my library?

Not for work that is a regular part of your workload. In some cases a special project or taking on work not normally done can earn credit. Pre-approval is required in these cases.

If I'm having trouble accessing Niche Academy whom should I contact?

The CE consultant.

If I'm having trouble accessing MS Teams for a VTLIB webinar what should I do?

Try over and over! Contact a VTLIB staff member if that doesn't work.

Where can I find the link to access a VTLIB webinar?

Links to access VTLIB webinars are on the CE website page:

https://libraries.vermont.gov/services/continuing_ed

When I register for a VTLIB webinar will I get an automatic reply with a link to access the webinar?

No. The VTLIB registration system and the platform for content delivery are two separate systems. You will get a confirmation that you are registered but will need to go to the VTLIB website to get the link to sign into the webinar.

Where can I find recordings of previous VTLIB webinars?

On the VTLIB website: <https://libraries.vermont.gov/recordedworkshops>.

Some are also on Niche Academy: <https://my.nicheacademy.com/vtlibwebinars>.

Can I get credit for watching recordings of webinars?

Yes. The number of CEUs is determined by the length of the recording. You will need to either send in a certificate that indicates you viewed the recording or a brief description of the content.

Can I get credit for attending or watching something if a certificate of attendance isn't offered?

Yes. You will need to send in the date when you attended or watched, length of the event, and a brief (2-3 sentence) summary of the content.

How do internships and independent studies work?

They need to be planned with VTLIB staff and pre-approved. They cannot be work that is part of regular workload. They need to be supervised by a mentor or VTLIB staff, and have clear learning objectives articulated before the work begins and assessed after it is completed.

Can I make suggestions of topics for CE workshops to the Department of Libraries?

Yes, please do!

Can I get in touch with VTLIB staff with questions not answered here?

Yes, please do!