



**Pioneer  
Library  
System**

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*leading libraries forward*

## **Public Library Administrators Certificate Program 2017-2019**

The Pioneer Library System is partnering with the Palmer Institute of Public Library Organization and Management and our neighboring library systems to offer the **Public Library Administrator's Certificate Program** to regional library directors at a reasonable cost.

This certificate program is a five course, fifteen-credit graduate level comprehensive management training program for public library administrators that will lead to an Advanced Certificate in Public Library Administration recognized by the New York State Education Department.

The challenges facing today's public library administrators require a solid foundation of training and experience. The Public Library Administrator's Certificate Program is designed to develop and enhance the management skills and credentials of public library administrators.

### **Courses:**

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)

### **Course Schedule:**

Each course will be offered as 4 full-day sessions. Here is the tentative schedule for 2017:

Course #1: LIS 700 - Principles of Public Library Organization and Management:

Thursday, April 6, 2017, 9am-5pm

Thursday, May 4, 2017, 9am-5pm

Thursday, June 1, 2017, 9am-5pm

Thursday, June 22, 2017, 9am-5pm

Course #2: LIS 701 - Legal Issues in Public Library Administration:

Thursday, Sept. 7, 2017, 9am-5pm  
Thursday, Oct. 5, 2017, 9am-5pm  
Thursday, Nov. 2, 2017, 9am-5pm  
(Plus a fourth date to be determined.)

**Instructor:**

Jerry Nichols (Director of Palmer Institute for Public Library Organization & Management) is the primary instructor for the program. Numerous guest lecturers and subject experts will assist in the provision of the program.

**Cost:**

The Pioneer Library System / Palmer Institute for Public Library Administration and Management partnership makes this program available at a group institutional discount rate. The cost of the first class starting in April 2017 is \$1,300.00. Tuition increases slightly each academic year. Payment for each course is due to the Pioneer Library System at least one month before the course begins. Payments must be made by check to the Pioneer Library System. Sorry no payment by credit card.

**FAQ's:**

**What credits will I receive?**

- These are accredited graduate courses. You will receive three credits upon the completion of each course from Long Island University. You will receive a New York State Education Department Advanced Certificate in Public Library Administration from LIU upon completion of the full program.

**Do I need an MLS?**

- No. The courses are designed for working professionals who hold executive management positions in public libraries. At least two years' professional administrative experience is recommended.

**Will the certificate program give me civil service credit?**

- The certificate program covers all content areas required by the NYS Civil Service Public Library Director examination series.

**How long has the program been offered?**

- The program has been offered for the past 20 years. Many of the state's top library administrators have graduated from the program.

**How long will it take to complete the five courses?**

- One course will be offered each semester, not including summer. Typically, the five courses take 2 1/2 years to complete.

**Do I need to take all five of the courses?**

- Completion of all five courses is necessary to receive the Advanced Certificate in Public Library Administration. Preference is given to applicants that will be taking the whole program though students are not required to commit to all five courses.

**What topics will be covered in the first course?**

- Topics covered in the Principles of Public Library Organization and Management include practical approaches to management and organization, the planning process, establishing policy, decision making and leadership principles. The seminar will also address such specific issues as assessing community needs, public and governmental relations, cooperative ventures, leadership and management systems, current issues, professional ethics and censorship.

**How do I register?**

- 1) Pioneer member library directors should indicate interest via the Pioneer Library System's Calendar of Events:

[www.pls-net.org/publiclibraryadministration](http://www.pls-net.org/publiclibraryadministration)

- 2) Jerry Nichols will contact you to facilitate the admissions process for Long Island University. The requirements for the *GRE*, *Personal Essay*, *Application fee* and *Letters of Reference* are waived for this program. Graduate transcripts are required.