

COMMONWEALTH OF VIRGINIA  
STATE BOARD FOR THE CERTIFICATION OF LIBRARIANS  
APPLICATION FOR LIBRARIAN'S PROFESSIONAL CERTIFICATE

(PLEASE INCLUDE \$50.00 APPLICATION FEE AND COPY OF YOUR GRADUATE TRANSCRIPT -  
\$10.00 FOR DUPLICATE CERTIFICATE)

☐ Check here if you are requesting a duplicate certificate. Certificate No.: \_\_\_\_\_, Certificate Date: \_\_\_\_\_

Make check payable to "The Library of Virginia" and send to:

**ATTN: Paranita Carpenter**  
**Library Development & Networking Division**  
**The Library of Virginia**  
**800 East Broad Street**  
**Richmond, Virginia 23219-8000**

Questions? Send e-mail to  
[paranita.carpenter@lva.virginia.gov](mailto:paranita.carpenter@lva.virginia.gov)

Name: Mr./Mrs./Miss \_\_\_\_\_  
Last Name First Name Middle or Maiden Name

☐ Library Where Now Employed: \_\_\_\_\_  
Name of Library

*Check preferred mailing address*  
\_\_\_\_\_  
Address of Library  
\_\_\_\_\_  
City, State, and Zip

☐ Your Home Address: \_\_\_\_\_  
Street Address or P. O. Box  
\_\_\_\_\_  
City, State, and Zip

E-mail: \_\_\_\_\_

INSTITUTION	NAME	ADDRESS	DATES IN ATTENDANCE	DATE GRADUATED	TYPE OF DEGREE RECEIVED
Library School					
Other Graduate Work					

I certify that the information given in this application is correct. \_\_\_\_\_  
Signature of Applicant

The applicant was awarded Certificate No. \_\_\_\_\_ On \_\_\_\_\_  
because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

## PREAMBLE

The State Library Board has been given the responsibility and authority by the General Assembly, pursuant to 42.1-15.1 of the **Code of Virginia** for the establishment of qualifications of professional librarians in certain public libraries. The State Library Board hereby enacts the following regulations to implement and interpret its authority over public librarian qualifications. The regulations supercede all previous regulations on this subject enacted by this Board.

### PART I. GENERAL INFORMATION

Issuing authority, individuals covered and exempt from regulations.

- 1.1 Professional Librarian's Certificates shall be issued by the State Library Board to any individual who has met the educational requirements for certification as set forth in these regulations. Librarians employed by the State Law Library or law libraries of counties or cities, libraries of colleges and universities, libraries of institutions, and school libraries are exempt.

### PART II. CERTIFICATION PROCESS

#### Article 1. Certification by Endorsement.

- 2.1 A certificate shall be issued to an applicant who holds a current, valid certificate granted by another jurisdiction, providing that the standards for granting this certificate are comparable to those required for certification in the Commonwealth of Virginia.

#### Article 2. Certification by Education.

- 2.2 A certificate shall be issued to an applicant who has earned a master's degree from a school of library or information science that had a program accredited by the American Library Association at the time the degree was awarded. A certificate shall be issued to an applicant who has earned a doctoral degree in library or information science from an accredited institution.

#### Article 3. Provisional Certificate.

- 2.3 A provisional letter of certification shall be issued to an applicant who has satisfactorily completed the required credits for a masters degree from a school of library or information science accredited by the American Library Association.

The provisional letter of certification grants the applicant a one-year period to submit proof of the receipt of an MLS degree.

#### Article 4. Certification Fee.

- 2.4 All applications shall be made on forms to be secured from the Library Development Officer of the Library of Virginia. The fee required by this article shall be submitted with the application.
  - 2.4.1 The fee for permanent certification, established by the State Library Board, shall be \$50.00.
  - 2.4.2 A provisional letter of certification shall be \$50.00. If proof of the MLS degree is submitted within a one-year period, no additional fees will be assessed for permanent certification.
  - 2.4.3 The fee for a duplicate certificate shall be \$10.00.