

Library Education Unit Providers

In addition to the workshops, conferences, and courses offered by the Indiana State Library, the Indiana Library and Historical Board recognizes other library training course providers as appropriate providers to offer opportunities to earn Library Education Units. These include, but are not limited to, the American Library Association conferences, Indiana Library Federation conferences, OCLC Regional Service Providers workshops for library staff, Indiana University School of Library and Information Science courses, IVY Tech Library Technical Assistant courses, and WebJunction Indiana courses.

A list will be provided at <http://in.webjunction.org/667/-/articles/content/4080024> and will continue to be updated as more courses and providers are approved.

An application to provide Library Education Units is available on the WebJunction Indiana Certification webpage at <http://in.webjunction.org/667/-/articles/content/4080024>. Please note the following information must be provided:

- Provider organization
- Trainer(s) names and related experience
- Agendas of library related courses or workshops
- Approximate time (in hours) to complete the course or workshop

The Indiana State Library will review the applications to become LEU provider. If approved, the named provider and trainer will be eligible to offer LEU opportunities to Indiana library staff. The course, as it is submitted, is approved for a period of two years as long as the agenda, objectives, content, and instructors remain the same. A change to one of those aspects requires re-submission for approval. LEUs are awarded on an hour for hour basis, rounded up at the half hour.

It is the responsibility of the provider to provide proof of attendance to Indiana library staff. Proof of attendance must verify provider name, course name, date of course, length of course, general or technology, and attendee's name. The Indiana State Library will provide a template to the provider upon request.

Libraries that will be participating in a training opportunity from a source that is not an approved provider may send that information to the Indiana State Library Professional Development Office (pdo@library.in.gov) at least 30 days prior to the training. No retroactive approvals will be given.

Technology Classes

Technology classes that must account for 10 hours of LEUs for every certified librarian every 5 years may include trainings on specific programs libraries use, such as ILLiad, training on an Integrated Library System; and web development courses, INSPIRE training, etc. Additional topics may be acceptable. Please verify any topics with the Indiana State Library staff.

College Courses

Library Science courses from an accredited college or university are preapproved. LEUs will be awarded 15 LEUs per college credit (3 Credit Hour college course will be worth 45 LEUs). Transcripts from the school will serve as proof of LEUs.

All other college courses will need to be preapproved.

Course approval criteria

The Indiana State Library uses the following criteria when approving courses/workshops for Library Education Units. The course or workshop:

1. must provide the participants with knowledge of professional library practice, collections and of technical library processes;
2. must provide the participants with ability to deal with people and organizations in a professional capacity as distinguished from clerical; and
3. can include, but is not limited to, topics such as reference, cataloging, digitization, management, finance, computer software and hardware, and web development.
4. LEUs will be awarded for Technology for those courses/workshops that teach a specific computer software (e.g. Microsoft Office, SirsiDynix Symphony, Online databases, etc.), or hardware
5. Course and workshops that instruct employees on individual library policies, procedures, and benefits (e.g. How to fill out library forms, Time Management software, and Open Enrollment) are not skills that further the profession of librarianship, but assist the individual to function in a particular organization, and therefore do not count for LEUs.