

UTAH LIBRARY ASSOCIATION
LIBRARY PARAPROFESSIONALS CERTIFICATE OF ACHIEVEMENT
PROGRAM GUIDELINES
(Revised March 28, 2003)

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STATEMENT OF PURPOSE

This program is designed to recognize the involvement and contributions of career-oriented library paraprofessionals in Utah and to acknowledge their support of libraries and librarianship. For the purposes of *this program*, a paraprofessional is defined as a library worker who does not hold a professional library degree.

Paraprofessionals support the mission of libraries by providing important patron and support services. They promote personal development through professional involvement. They share concerns about issues facing the library profession and work with professional librarians in addressing them. Through this program, paraprofessionals demonstrate a commitment to librarianship. Library paraprofessional service is recognized by library professionals and administrators as a valid career choice.

The certificate of Achievement is not a substitute for the Master of Library Science degree, the Utah Library Media Certificate, any other library degree, or other professional credentials.

LIBRARY SERVICE AREAS

Each certificate candidate must meet specified basic requirements and be able to document knowledge of the four Library Service Areas:

- * Public Services
- * Technical Services
- * Automation
- * Administration/Management

REGISTERING FOR THE PROGRAM

A participant must submit the registration form (Form A) with the full registration fee to:

Utah Library Association
Certificate of Achievement Program
PO Box 970488
Orem, UT 84097-0488

Payment of the non-refundable fee is in no way a guarantee of the final awarding of a certificate.

Fee Schedule:

- * ULA member \$20.00
- * ULA non-member \$45.00 (ULA Membership included)

The participant is expected to fill out the address portion for business and mailing address. If the participant needs a program packet, they may obtain one from the ULA Web site (www.ula.org).

The Library Service Area specialization is optional and, if chosen, any certificate awarded will specify that optional specialty.

The participant should notify the Review Board of changes in business or mailing address. These changes are made without charge to the participant.

After the registration and fee are received, a confirmation letter will be sent. The participant may then begin submitting claims for points.

PRIMARY REQUIREMENTS

Each participant must have a high school diploma or officially recognized equivalent

Each participant must obtain at least 500 points to qualify for the certificate.

Each participant must demonstrate knowledge of library skills in four Library Service Areas. Examples of sources for points in each area are shown below. The lists are not all-inclusive.

Public services

Reference	Collection Development
Online	Book talks
Interlibrary loan	AV use
Children's services	Young Adult services
Government documents	Circulation services

Technical Services

Cataloging skills	Processing
Authority files	Preservation
Data Entry	Circulation functions
Acquisitions	Standing Orders
Periodicals/Serials	Government documents

Automation

Computer skills	Programming
Word processing	Computer use
Data processing	Systems analysis
Computer electronics	Library automation systems

Administration/Management

Personnel	Accounting/Bookkeeping
Fund-raising	Public Relations
Inventory control	Decision-making
Supervision	Committee chair

You can also obtain points in other ways. Examples are:

Other (not a required service area)	
Public speaking	Assertiveness training
Interpersonal relations	Technical writing
Book reviews	Personal computer use

The participant may claim points for a topic under a different library service area than is shown here by justifying that claim in her/his submitted paperwork. For instance, assertiveness training for the purpose of dealing with problem patrons could be claimed under Public Service. The Review Board makes the final decision of application of a claim to a service area.

A participant also has an opportunity to show, through accumulated points, specialization in one of the four areas of library service.

Each participant must have obtained library expertise in the areas of experience, education and professional development.

PROFESSIONAL EXPERIENCE

Points for experience are based on Full Time Equivalency (FTE) of 40 hours per week, 12 months per year and include both volunteer and paid employment. Library related experience comes from work in media centers, special libraries, and other areas which the Review Board may allow. It does not generally refer to experience in which an individual may use a library as a patron.

Claims for points must have information showing the number of hours per week worked for the length of time the participant was employed. If the work was not on a 12-month basis, that difference must also be reported. The participant must provide letters from employers which fully verify this employment. Points are granted for time on the job and do not consider the level of difficulty of the job. Experience points can be applied to areas of library service by stating how many hours are spent in different areas, e.g. two hours a day on the computer, etc.

PROFESSIONAL EDUCATION

Points awarded are based on higher education credit hours received. Credits do not need to be part of a matriculated program. Credits are verified by transcripts from the institution or by official grade notification slips with the participant's name on the form. Credits transferred from one institution to another may be accepted on the transcript from the latter institution. Official transcripts are not required.

PROFESSIONAL DEVELOPMENT

This source allows identification of expertise areas which do not fit into the other two sources. Within this source fall involvements in professional activities, expertise gained from special assignments beyond the job duties, and other experiences which broaden the participant's skills and knowledge.

POINT GUIDELINES

- 1) 500 points are required to earn the Certificate.
- 2) 4 areas of library service. (Public Services, Technical Services, Automation, and Administration/Management)
 - a. If an area of library service is specified the following is required
 - i. 60-70% of the points must be in the area specified
 - ii. and at least 10% in each of the other areas.
 - b. If no area is specified the points can be divided between all areas, but no area can have less than 10% of the points.
- 3) 3 sources of expertise are required as followed:
 - a. Experience
 - i. 30-45% of points must be from Experience
 - ii. based on Full Time Equivalency (FTE) of 40 hours per week, 12 months per year.
 - iii. 80 points a year for paid experience
 - iv. 40 points a year for volunteer experience
 - b. Education
 - i. 30-45% of points must be from Education
 - ii. 15 points per credit hour for library related courses taken from a institution of higher learning.
 - iii. 2 points credit hour for non-library-related courses.
 - iv. 5 points per 1 hour for non-credit library related workshops/classes.
 - c. Professional Development
 - i. 10-20% of points must be from professional development
 - ii. 3 points for Membership in a library related organization
 - iii. 5 points for attending a library related conference
 - iv. 1-15 points for service to a library related organization. (Justified in writing)
 - v. 5-12 points for publications, presentations or teaching a class or workshop that must be library related. (Justified in writing)
- 4) 2 points can be added to any of the above if it is sponsored by ULA
- 5) 90% of points must have been earned in the last 5 years.
- 6) 80% of points must be library related.

SUBMITTING CLAIMS FOR POINTS

The program is designed to identify the achievements of participants. This is reached by assigning point values to the various activities in the background of the participant. One aspect of the program is to identify achievements within the service areas of the library.

All library-related points should be assigned to a library service area. (See Primary requirements)
The participant must clearly identify how many points are requested for each library service area.

The identification must occur on the Claims for Points Submission Form (Form B) and on the supporting documentation itself. Use a separate Form B for each type of activity and its verification.

To identify the points in the supporting documentation, the participants may use abbreviations shown below:

- Public Services (PS)
- Technical Services (TS)
- Automation (AT)
- Administration/Management (AM)
- Other (O)
- Not Library Related (NL)

The number of points requested for each form submitted should equal the total number of points for all areas. When returning the submission form (Form B), the Review Board will indicate the number of points for each area and for the total granted. The Review Board will include comments for the participant's consideration if there is a disagreement between the claims of the participant and the decision of the Review Board. In any case, the only documentation returned to the participant is the submission form (Form B) which will include any comments from the Review Board..

REQUIREMENTS FOR COMPETENCY STATEMENTS

Competency statements allow the participant to claim points for learning gained through experience beyond the participant's required job parameters. They may also be used to justify a claim that learning is library related when it is not readily apparent to the Review Board.

The participant must be able to verify the learning experience through documentation that can be gathered from various sources. Documentation may include the following: job descriptions, awards, letters of commendation, letters of corroboration from supervisors, samples of work produced, explanation of tasks performed, licenses, and newspaper or magazine clippings. The participant should remember that these are not all-inclusive and other documents which can verify the learning experience may be used. The Review Board will consider each statement on an individual basis.

The number of points given will be based upon the written statement of the participant. A competency statement includes the following:

- * Participant's name, address, library, library address
- * Library service area(s) to which the activity applies
- * Narrative
- * Verification

The participant is not required to specify the number of points he/she wishes for a particular activity. However, the participant can specify and request that an activity be awarded a certain

number of points. If points are specifically requested, the Review Board may award the final number of points to an activity up to, but not beyond, the number of points requested.

The narrative states how the learning experience benefits the participant in librarianship. Why this statement fulfills the indicated library service area(s) must be explained.

Competency statements must be typed, double-spaced on a single side of paper. White or buff paper is acceptable. Each sheet of submission must include the participant's name, address, and phone, preferably placed at the head.

REVIEW BOARD

The Review Board consists of seven voting members, each serving a two-year term:

- * Chair of the Review Board
- * A representative from Library Paraprofessional and Support Staff round table (LPSS), but not the chair
- * A representative from the ULA Continuing Education Committee
- * A representative from each of the library service areas (Two of whom must possess an MLS):
 - * Public Services
 - * Technical Services
 - * Automation
 - * Administration/Management

In addition to voting members, two non-voting members will sit on the Review Board.

- * A non-voting secretary, serving a one-year term, will assist the Review Board in completing their duties, keeping records of participants' progress, and coordinating activities of the Review Board.

- * A non-voting representative of the Library Education Community will serve a two year term.

Terms for the representative from LPSS, Public Services, Automation, and the Chair of the Review Board begin in odd-numbered years. Representatives from Continuing Education, Technical Services, Administration/Management and the representative from the Library Education Community begin their terms in even-numbered years.

All members of the Review Board are appointed by the ULA President and approved by the ULA Board.

The Review Board will meet as needed to review submissions.

The chair is a non-voting member of the ULA Board of Directors. Annually, the chair will submit a report to the ULA President and request replacement for the Review Board members whose terms have ended.

AMENDMENTS

The Review Board may review the certificate of Achievement Program and, with support from LPSS, make recommendations to the ULA Board of Directors for amendments or revisions. Following approval of both of these groups, the recommendation for change is brought before the ULA Board of Directors by the Review Board. The ULA Board of Directors must approve any amendment or revision prior to its implementation.

ISSUANCE OF A CERTIFICATE

Upon submission of the necessary forms, the Review Board will meet and approve or reject the statements, forms, and/or documents. When approval is given, the Review Board will affix a seal on the submission form and return it to the participant. It is the responsibility of the participant to retain all forms returned. Once requirements are met, a certificate, signed by the President of the Utah Library Association, is presented to the participant at the Annual ULA Conference or a Fall Workshop. Full notification of all certificates awarded will be made in the annual ULA Program.

PROCEDURE FOR APPEALS

A certificate of Achievement Program candidate who does not agree with a decision of the Review Board may appeal the decision by writing a letter to the Review Board within 30 working days of the decision. The candidate may appear before the Review Board at the next regularly scheduled Review Board meeting to state a position.

The Review Board will review its decision and the position statement and give the candidate a final decision. If the candidate is not satisfied with the Review Board's decision, they may write a letter to the Executive Committee of the Utah Library Association (ULA) within 30 working days of the Review Board's final decision and appear at the next regularly scheduled meeting of the ULA Board of Directors to state a position. A member of the Review Board may present an opposing view at the same meeting, with the ULA Board of Directors deciding the matter.

FORM A - REGISTRATION FORM

Please register me in the Certificate of Achievement Program for Library Paraprofessionals. My fee is enclosed. Please print legibly in ink or type and fill out completely:

Name: _____

Title: _____

Institution: _____

Business Address: _____

Business city: _____ Business state: _____ Business Zip: _____

Business Phone: _____ Extension: _____

E-Mail Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Extension: _____

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_____ I am a member of ULA. I have enclosed my \$20.00 registration fee.

_____ I am not a member of ULA. I have enclosed my \$45.00 registration fee.

I choose to specialize in a Library Service Area:

_____ Public Services

_____ Technical Services

_____ Automation

_____ Administration/Management

_____ Create my own

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Mail form and check or money-order to:
Utah Library Association
Certificate of Achievement Program
PO Box 970488
Orem, UT 84097-0488

FORM B - CLAIM FOR POINTS SUBMISSION FORM

Please photocopy this form as needed. A separate submission is required for each type of activity with one type of verification.

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Extension: _____

E-Mail Address: _____

=====

Source: _____ Experience _____ Education _____ Professional Development

Type of Activity:

_____ Type of

Verification attached: _____

Library Service Areas

Indicate number of points requested for each area. Justification of the number for each area must be clearly indicated in the supporting documentation.

_____ Automation (AT) _____ Public Services (PS)

_____ Technical Services (TS) _____ Other (O)

_____ Administration/Mgmt (A/M) _____ Not Library Related (NL)

_____ Total Points requested

Explanation:

Approved: _____ No _____ Yes POINTS GRANTED: _____

By: _____ Date: _____