

FAQ
Continuing education requirements for Per Capita State Aid

1. What is the law?

TITLE 15. DEPARTMENT OF STATE;CHAPTER 21. STATE LIBRARY AID AND GRANTS;SUBCHAPTER 2. STATE LIBRARY AID (2005)

N.J.A.C. 15:21-2.3. Certification

In order to receive any State library aid, all public libraries must annually certify that each municipality or county that supports, in whole or in part, library service from municipal or county tax sources pursuant to *N.J.S.A. 40:33-1* et seq. or *40:54-1* et seq. complies fully with *N.J.S.A. 40:33-1* et seq. or *40:54-1* et seq. except that municipal libraries currently funded below the minimum of 1/3 mill for operating expenditures as per *N.J.S.A. 40:54-8* due to capital outlay expenditures, shall be exempt from meeting the 1/3 mill requirement for the purposes of State library aid until such time as the current debt is retired; that a member or members of the board or commission has or have received a minimum of three total hours of library-related education annually; that libraries serving populations of 7,500 or above, the statute notwithstanding, will employ in all professional librarian positions counted for State Library Aid purposes librarians holding a New Jersey State Professional Librarian Certificate as required in *N.J.S.A. 45:8A-1* et seq.

N.J.A.C. 15:21-2.6. Service

1. All public libraries must certify that a member or members of the staff who do not hold a New Jersey State Professional Librarian Certificate and are counted to meet the minimum requirements of *N.J.A.C. 15:21-2.4* has or collectively have received annually a minimum of library-related education as set forth in Chart D below.
2. All public libraries must certify that a member or members of the staff who hold a New Jersey State Professional Librarian Certificate and are counted to meet the minimum requirements of *N.J.A.C. 15:21-2.4(a)* has or collectively have received annually a minimum of library-related education as required in Chart D above.

3. Who decides?

The library director and the board president certify annually via the NJ Public Library Survey certification sheet that the education requirement has been met. They make the final decision as to what training is appropriate.

4. How is it defined?

“Library-related education” means a program or programs designed to educate participant(s) in the activities and knowledge necessary to provide library service and to support management activities including governance and legal information.

5. How is this interpreted?

- A program may be a workshop, course, video, etc. An individual, the library, regional cooperative, state library, etc may present it.
- Staff library-related education may include such areas as: library theory, principles, objectives and techniques; knowledge of technology and /or software used to assist the public or expedite library business (includes OPAC); ability to plan, organize and present programs; prepare reports; deal harmoniously with public and coworkers; perform duties; understand library rules, regulations policies and procedures; etc.
- Trustee/Commissioner library-related education may include such areas as: common law and regulations pertaining to libraries and library law; duties of trustees/commissioners; budget creation and implementation; fund-raising workshops; tour of a library to gain an understanding of operations; etc.