

## CHAPTER 67-11-04 LIBRARY MEDIA CREDENTIAL

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### **67-11-04-01. Credentials required.**

For purposes of school accreditation, a school may employ as a librarian only a person who holds a library media credential as outlined in this chapter or who has been authorized by the North Dakota education standards and practices board in this specialty at a level the department determines meets or exceeds the requirements of this chapter and is consistent with the North Dakota teacher education program approval standards 2004 with 2006 revisions adopted by the education standards and practices board. An individual holding a library media credential issued under this chapter may serve students in prekindergarten through grade twelve.

**History:** Effective February 1, 2000; amended effective November 1, 2002; October 1, 2006; January 1, 2010.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

### **67-11-04-02. Issuing agency.**

The library media credential is issued by:

Superintendent of Public Instruction  
Department of Public Instruction  
600 East Boulevard Avenue, Dept. 201  
Bismarck, ND 58505-0440

**History:** Effective February 1, 2000; amended effective October 1, 2006.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

### **67-11-04-03. Approval for library media programs.**

Whenever this chapter refers to "state-approved program", it refers to the process by which the North Dakota education standards and practices board approves programs at those colleges within the state of North Dakota which provide library media preparation. Preparation from an out-of-state college must be from an approved program for library media in that state and meet or exceed North Dakota standards.

**History:** Effective February 1, 2000; amended effective May 16, 2000; October 1, 2006.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

### **67-11-04-04. Types of credentials.**

1. The plan of study option to qualify for a library media credential is:

- a. Issued to an individual licensed to teach or approved to teach by the North Dakota education standards and practices board;
  - b. Issued to an individual who is employed as a librarian in a school that is unable to employ a credentialed librarian and who does not meet the qualifications for an LM01, LM02, or LM03 credential, as required by the total number of students served;
  - c. Issued to an individual who has completed a minimum of six semester hours of undergraduate or graduate credits in library media from subsection 1 of section 67-11-04-05; and
  - d. Issued to an individual who submits a written plan of study for approval to become a credentialed librarian and who annually submits college transcripts showing a minimum of six semester hours of undergraduate or graduate credits in library media until the licensed teacher qualifies for the required credential.
2. The librarian credential (LM03) is:
- a. Issued to coincide with the period for which the individual is licensed to teach or approved to teach by the North Dakota education standards and practices board; however, an individual holding a lifetime educator's professional license must renew the credential every five years;
  - b. Issued to an individual who has completed a minimum of fifteen semester hours of undergraduate or graduate credits in library media from subsection 1 of section 67-11-04-05.
3. The library media specialist credential (LM02) is:
- a. Issued to coincide with the period for which the individual is licensed to teach or approved to teach by the North Dakota education standards and practices board; however, an individual holding a lifetime educator's professional license must renew the credential every five years; and
  - b. Issued to an individual who has completed a minimum of fifteen semester hours of undergraduate or graduate credits in library media from subsection 1 of section 67-11-04-05 and nine semester hours of undergraduate or graduate credits in library media from subsection 2 of section 67-11-04-05.
4. The library media director credential (LM01) is:
- a. Issued to coincide with the period for which the individual is licensed to teach or approved to teach by the North Dakota education standards and practices board; however, an individual holding a lifetime educator's professional license must renew the credential every five years;
  - b. Issued to an individual who holds a master's degree in library science, media education, another field of education, or education administration from a state-approved program; and
  - c. Issued to an individual who has completed a minimum of fifteen semester hours of undergraduate or graduate credits in library media from subsection 1 of section 67-11-04-05, nine semester hours of undergraduate or graduate credits in library media from subsection 2 of section 67-11-04-05, and six semester hours of graduate credits in library or education coursework under subsection 3 of section 67-11-04-05.

5. If a credential issued under this chapter will expire within twelve months of issuance because the educator's professional license will expire within twelve months of the issuance of the credential, the credential will be issued for a period coinciding with the period of licensure of the succeeding educator's professional license.

**History:** Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002; October 1, 2006; January 1, 2010.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

**67-11-04-05. Credential standards.**

1. Coursework required for all library media credentials and the plan of study option identified in section 67-11-04-04 must be taken from a state-approved library media program and must include at least fifteen semester hours of undergraduate or graduate credits in the following areas:
  - a. Introduction to the role of the librarian in the school library;
  - b. Reference;
  - c. Selection of materials and collection development;
  - d. Classification and cataloging of library materials; and
  - e. Library administration.

A minimum of two semester hours must be taken in each area identified in subdivisions a through e.

2. Coursework required for the LM01 and LM02 credentials identified in section 67-11-04-04 must be taken from a state-approved library media program and must include at least nine semester hours of undergraduate or graduate credits in the following areas:
  - a. Conducting research following state and national library standards;
  - b. Current issues in school librarianship; and
  - c. A study of children's literature or young adult literature or reading methods which may be accomplished through a class taken in either a state-approved library or state-approved education program.

A minimum of two semester hours must be taken in each area identified in subdivisions a through c.

3. Coursework required for the LM01 credential identified in section 67-11-04-04 must be taken from a state-approved library or state-approved education program and must include at least six semester hours of graduate credits from two or more courses in the following areas:
  - a. Personnel supervision;
  - b. Policy and educational finance;
  - c. Staff and program evaluation; or
  - d. Curriculum, instruction, and learning theory.

**History:** Effective February 1, 2000; amended effective May 16, 2000; October 1, 2006; January 1, 2010.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

**67-11-04-06. Application process.**

An applicant must submit the following:

1. A completed application, SFN 14236, available on the department of public instruction's web site; and
2. A copy of college transcripts showing coursework for the desired credential.

**History:** Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002; October 1, 2006.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

**67-11-04-07. Renewal requirements.**

All library media credentials are renewed by submitting the following:

1. A completed application, SFN 14236, available on the department of public instruction's web site; and
2. A copy of college transcripts showing completion of two semester hours of graduate credit in library media and information science.

**History:** Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002; October 1, 2006.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

**67-11-04-08. Reconsideration.**

If issuance or renewal of any credential under this chapter is denied, the denial must be in writing and must state all reasons for denial and the applicant must be notified of the opportunity for reconsideration. If an application for issuance or renewal of any credential under this chapter is denied, the applicant may request a reconsideration of the decision. A request for reconsideration must be in writing and must be received by the superintendent of public instruction within three weeks of mailing of the denial. Late requests will not be considered. The reconsideration request must state the following:

1. The facts, law, or rule the applicant believes was erroneously interpreted or applied; and
2. The applicant's arguments on how the facts, law, or rule should have been applied, giving specific reasons and thorough analysis.

The superintendent of public instruction shall issue a final written response on the reconsideration request within three weeks after receiving a reconsideration request.

**History:** Effective February 1, 2000; amended effective November 1, 2002; October 1, 2006.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11