

ADVANCED CERTIFICATE in PUBLIC LIBRARY ADMINISTRATION

The program offers students interested in public library administration a comprehensive education based on practical experience in the critical aspects of managing a public library.

The Public Library Administrator's Certificate program consists of five courses that carry graduate academic credit and culminate in an Advanced Certificate in Public Library Administration, recognized by the New York State Education Department. The program is designed to:

- Provide a solid management education program for public library administrators
- Update librarians on new management principles and organizational structures
- Integrate these concepts and illustrate their practical application within the public library setting
- Explore current issues and trends in public library management and improve leadership skills within the workplace
- Provide a forum where important management issues germane to public librarians can be discussed in light of the theoretical constructs covered with this program

Program Requirements

The Advanced Certificate in Public Library Administration encompasses five required courses. The same level of effort is required, however, only three-credit courses are eligible for transfer to other graduate-level programs:

- LIS 700 Principles of Public Library Organization and Management
- LIS 701 Legal Issues in Public Library Administration
- LIS 702 Human Resources Administration in the Public Library
- LIS 703 Financial Management of Public Libraries
- LIS 704 Administration of Public Library Facilities and Technology

Career Opportunities

The growing complexity of public institutions has forced governing boards to become far more selective in choosing their administrators. A working understanding of the law, human resources, finance and facilities is now a fundamental requirement for public library administrators as directors or middle managers. The certificate program of the Palmer Institute covers all content areas required in the New York State Public Library Director civil service examination series. The program has been recognized by the New York State Education Department as a formally approved N.Y.S. Certificate of Advanced Studies.

For more information on admission to the program, contact Gerald Nichols at 516-299-2867 or email gerald.nichols@liu.edu.

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