

Recognizing and Growing Library Professionals

State Library Certification Program

October 3, 2022



Why are
we here
today?



Learn about the MSL
Continuing Education
(CE) Program



Generate feedback to
inform program
updates

But first . . . a question for you!



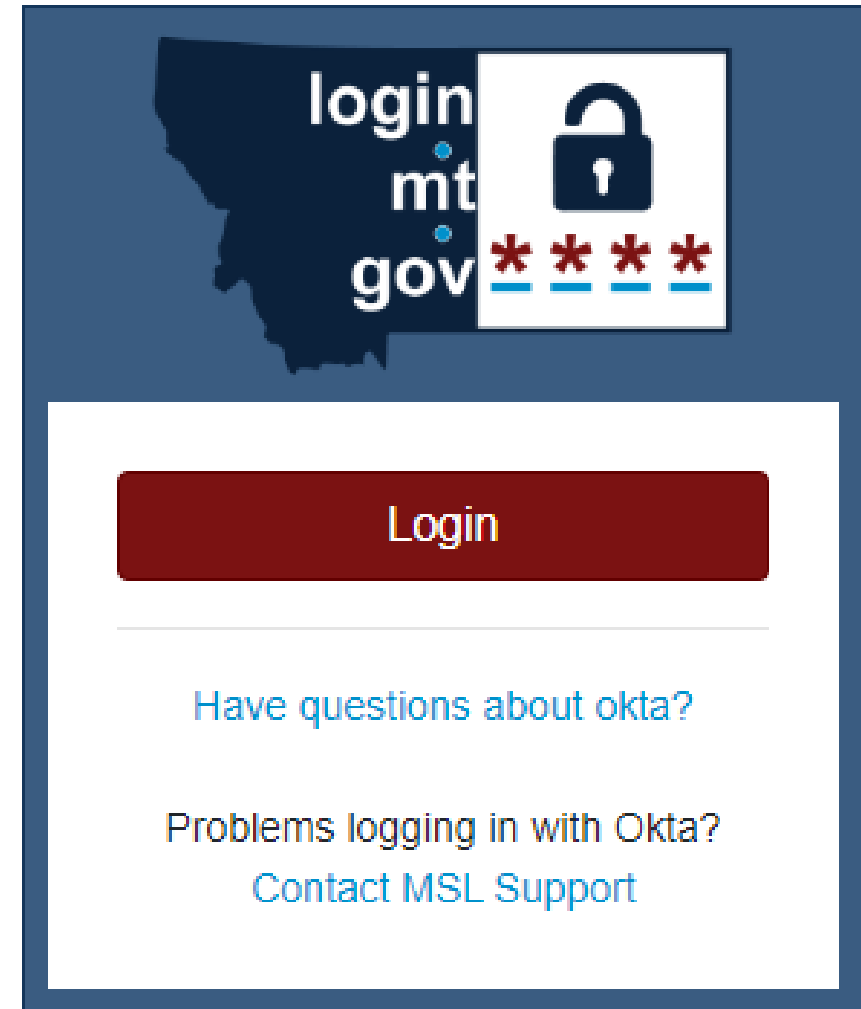
Claiming Credits for MLA-Sponsored Continuing Education

YOU MUST BE LOGGED INTO ASPeN TO CLAIM CE CREDITS.

- Use the Events Calendar

OR

- Use the Continuing Education Menu



ASPeN: The New Library Directory

What are you looking for?

[More Search Options](#) >

Important update! Okta is the new way to sign into ASPeN. All ASPeN users received an email from noreply@okta.com with the subject "Welcome to Okta!" This email includes a link to perform the final setup steps of your Okta account, which you will then use to sign in to ASPeN with the red button to the right.

Search ASPeN

Welcome to ASPeN: Access to Services, Programs, and eNetworks.

This product provides a variety of services for Montana's library community. Members of the public can search ASPeN to find a nearby library or learn more about their local library. Library Directors will be able to update their library's information, enroll in certain services, keep track of their continuing education, and complete paperwork required by the Montana State Library.

Please select from the options below or log in via the menu on the right.

Events



Organizations



Services



Positions and People



Committees



Help



Login

[Have questions about okta?](#)

[Problems logging in with Okta?](#)

[Contact MSL Support](#)

[Search ASPeN](#)

[Events Calendar](#)

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Record Count: 651

Date	Event Title	Event Type	Event Location	Online Only Event?	CE Category	Rank	Select Event for Export
09/23/2022 10:00 AM	Broad Valleys federation meeting	Meeting	Online Only	<input checked="" type="checkbox"/>			
09/22/2022 9:00 AM	Giving Montanans their Fullest Opportunity: Administering and Financing Public Libraries in Montana	Continuing Education	Lewistown, MT		Library Administration	0	Add CE credit
09/19/2022 9:00 AM	Giving Montanans their Fullest Opportunity: Administering and Financing Public Libraries in Montana	Continuing Education	Missoula, MT		Library Administration	0	
09/15/2022 10:00 AM	Montana Land Information Advisory Council Meeting	Meeting	Helena, MT			0	
09/15/2022 10:00 AM	Golden Plains federation meeting	Meeting	MT			0	
09/12/2022 9:00 AM	Giving Montanans their Fullest Opportunity: Administering and Financing Public Libraries in Montana	Continuing Education	Sidney, MT		Library Administration	0	Add CE credit
09/10/2022 1:00 PM	South Central Federation Meeting (Sept 10, 2022) - Policy Development and Maintenance	Continuing Education	Red Lodge, MT		Library Administration	0	Add CE credit
09/10/2022 10:00 AM	South Central Federation Meeting	Meeting	Red Lodge, MT			0	
09/09/2022 12:00 PM	Webisode Chat with State Librarian Jennie Stapp - September 9, 2022	Continuing Education	Online Only	<input checked="" type="checkbox"/>	Library Administration	0	
09/02/2022 1:30 PM	National Voter Registration Day Brainstorm Webinar	Continuing Education	Online Only	<input checked="" type="checkbox"/>	Library Services to the Public	0	Add CE credit

Welcome
 ASPeN: Continuing Education Control Panel

Main Menu

Additional Resources

- [Events Search](#)
- [Legacy Continuing Education Page](#)
- [My ASPeN Home](#)

Current Certifications

CE CertificateTrack	Status
Selected Library Staff Track - Montana State Library Certification	Not Submitted

Past Certifications

CE Certificate Track	Status
None	

Edit Continuing Education

Change CE Track Status

Add New CE Track Montana State Library Certification - Library Administrator Track ▼ Add

Add Independent Learning Event ↙

Select Event 08/11/2022 - 2022 United for Libraries Virtual: Community Needs Assessment: Informing Library Goals and Strategy ▼ Go!

Search the ASPeN Event Calendar by Category to find additional continuing education credits. If you have questions about CE categories for independent learning events, please submit a [Help Ticket](#).

Create New Independent Learning Event (Check Existing Events First)

Export CE Credits To Excel

Edit CE Credits


Collection Manage. Library Adminstr. Library Services Technology

Collection Management and Technical Services Credits

Select/Deselect All	Title	Status	Expiration Date	Credit Value
<input type="checkbox"/>	No continuing education credits under this category			

Selected Credits:

Delete Restore



Welcome

[Logout](#)

[Have questions about okta?](#)

[Problems logging in with Okta?](#)

[Contact MSL Support](#)

Your Role Menu

[User Home \(ASPeN\)](#)

ASPeN Admin

[Search ASPeN](#)

[Events Calendar](#)

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[Continuing Education](#)

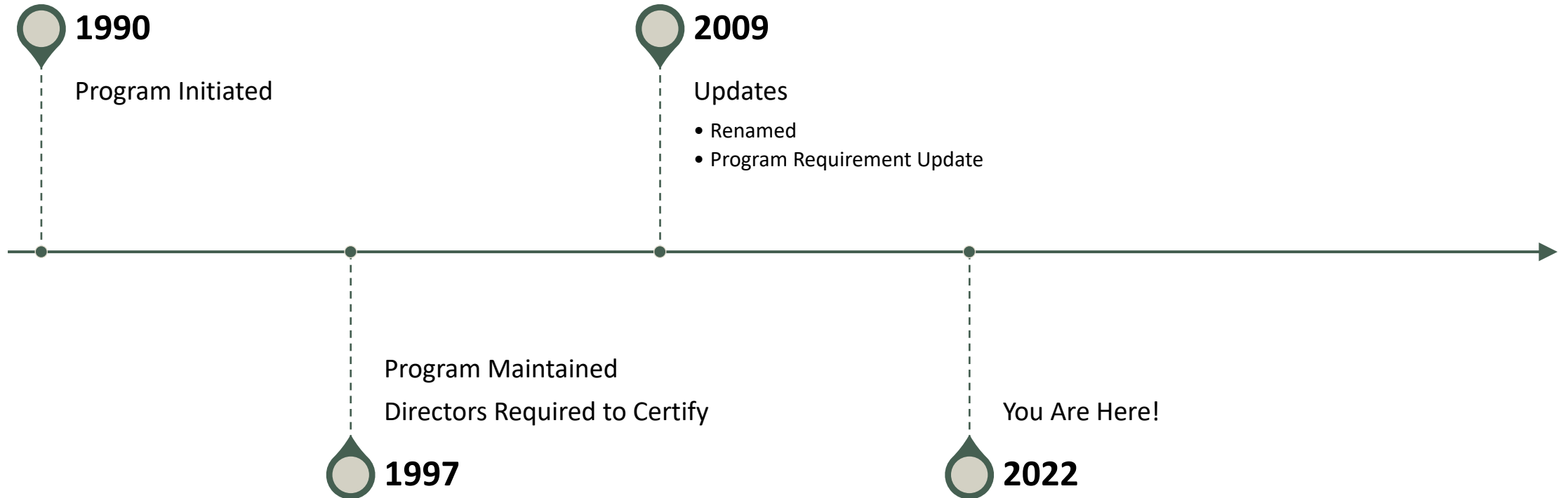
[Go back a page](#)

Continuing Education Credits - Create New Continuing Education Independent Learning Event

Person	<input type="text"/>
Title	<input type="text" value="Giving Montanans their Fullest Opportunity: Administering and Financing Public Libraries in Montana"/>
Begin Date/Time	<input type="text" value="Thursday, September 22, 2022 9:00 AM"/>
End Date/Time	<input type="text" value="Thursday, September 22, 2022 1:00 PM"/>
Sponsor	<input type="text" value="Montana State Library"/>
Trainer Name	<input type="text"/>
Information URL	<input type="text" value="https://forms.office.com/g/J2tqKX3Ecd"/>
Location	<input type="text" value="Lewistown Public Library"/> 701 West Main Lewistown, MT 59457 Map
Continuing Education Credits	<input type="text" value="4.0 credits"/> <input type="text" value="Library Administration"/>
Email On Assigned Credit	<input type="checkbox"/>



Certification Program Timeline



Task Force Meetings

Proposed Meeting
Schedule (1:30 - 3:00 p.m.)

Thursday, September 29 Introductions and Goals Discussion

Thursday, October 6 Library Administration Track Requirements

Monday, October 17 Trustee Track Requirements

Monday, November 7 Library Staff Requirements

Monday, November 14 Review All Requirements

Monday, November 21*

Wednesday, November 30 Finalize Recommendations

* Flex agenda as needed

Why is
certification
important?

Taking continuing
education courses is
an important part of
***becoming and
remaining skilled*** in
the library profession.



Is recognition
important?

Certification is a way
to receive ***recognition***
for individual
commitment to
continuing education
and lifelong learning.



Library Administration Track

60 CE credits earned in a 4-year period

- Minimum of 20 credits in the Library Administration CE category
- Minimum of 10 credits each in
 - Library Services to the Public
 - Collection Management and Technical Services
 - Technology
- Balance of credits are electives

Required for directors, Board Chair verifies credits

Voluntary for library staff, Supervisor verifies credits



Library Staff Track

60 CE credits earned in a 4-year period

- Minimum of 10 credits in each CE category
 - Library Administration
 - Library Services to the Public
 - Collection Management and Technical Services
 - Technology
- Balance of credits are electives

Supervisor verifies credits



Trustee Track

15 CE credits earned in a 4-year period

- Minimum of 10 credits in the Library Administration CE category
- Balance of credits are electives

Voluntary for all trustees

Board Chair verifies credits



CE Categories

1990

- Public library administration
- Public library services to the public
- Technical Services
- Collection Management

1997

- Library Administration
- Library Services to the Public
- Collection Management
- Technical Services and Technology

1999

- Library Administration
- Library Services to the Public
- Collection Management and Technical Services
- Technology

2009

- Library Administration
- Library Services to the Public
- Collection Management and Technical Services
- Technology

The Right CE Categories?

Keep 

Change 

Discard 

Library Administration

Library Services to the Public

Collection Management and Technical
Services

Technology





Feedback Survey





Questions?

Session Evaluation

<https://forms.office.com/g/ZQ5uw9Deg6>



Information and News Sources



MSL WEBSITE



NEWSLETTERS



MSL HELP DESK



WIRED LIST SERV



ASPEN EVENTS
CALENDAR



EMAIL/CALL ANY
MSL STAFF MEMBER

Stay in Touch

Colet Bartow
Continuing Education Coordinator
Montana State Library
Colet.Bartow@mt.gov
406-444-3365