

This rule was filed as NMSL 81-4.

**TITLE 16 OCCUPATIONAL AND PROFESSIONAL LICENSING**  
**CHAPTER 46 OCCUPATIONAL AND PROFESSIONAL LICENSING GENERAL PROVISIONS**  
**PART 2 LIBRARIAN CERTIFICATION IN NEW MEXICO, RULES AND REGULATIONS**

**16.46.2.1 ISSUING AGENCY:** Office of Cultural Affairs, Library Division  
[5-11-81; Recompiled 12/31/01]

**16.46.2.2 SCOPE:** Who may apply: Any person who is actively engaged in or who expects to engage actively in library service may apply for a certificate, either with or without examination, and if found competent and qualified, will be granted the certificate applied for.  
[5-11-81; Recompiled 12/31/01]

**16.46.2.3 STATUTORY AUTHORITY:** Authority: Certification of librarians has been a part of New Mexico law since 1947. The New Mexico Laws of 1977, the Executive Reorganization Act, authorizes the State Librarian to prescribe and hold examinations for the certification of librarians or to require submission of credentials to establish the qualifications of those seeking certification as librarians, and to issue certificates of librarianship to qualified persons.  
[5-11-81; Recompiled 12/31/01]

**16.46.2.4 DURATION:** [Permanent]  
[Recompiled 12/31/01]

**16.46.2.5 EFFECTIVE DATE:** May 11, 1981 [unless a later date is cited at the end of a section].  
[5-11-81; Recompiled 12/31/01]

**16.46.2.6 OBJECTIVE:** Purpose: The purpose of librarian certification is:  
A. To secure qualified librarians through the setting up of standards.  
B. To improve the quality of library service in New Mexico.  
[5-11-81; Recompiled 12/31/01]

**16.46.2.7 DEFINITIONS:** [RESERVED]  
[Recompiled 12/31/01]

**16.46.2.8 BENEFITS:** The intent of the certification law is to obtain qualified personnel for the state's libraries. The law requires certification for the chief librarian of a public or state agency library only. However, certification is available to those persons other than the chief librarian should they wish it. The benefits accrued to those persons is solely that knowledge they obtain in whatever course work and/or study they undertake to qualify for certification. Being certified carries no additional benefits unless local communities and agencies have allowed for it within their own jurisdictions.  
[5-11-81; Recompiled 12/31/01]

**16.46.2.9 TYPES OF CERTIFICATES:**  
A. Permanent Professional Certification: A permanent professional librarian's certificate is issued without examination to an applicant who is a graduate of a library school accredited by the American Library Association.  
B. Grade II Certification:  
(1) A Grade II librarian's certificate is issued to an applicant without examination when the applicant is a graduate of an accredited college or university, and has a major in library science or has completed twenty-one (21) semester hours of library science courses beyond the requirements of a Grade I certificate.  
(2) A Grade II librarian's certificate is issued by examination to an applicant who lacks the educational requirements for a Grade II certificate if they successfully pass the examination given by the State Librarian for a Grade II certificate.  
[5-11-81; Recompiled 12/31/01]  
C. Grade I Certification:

(1) A Grade I librarian's certificate is issued to an applicant without-examination when the applicant has completed two (2) years of undergraduate work plus nine (9) semester hours of library science courses in an accredited college or university.

(2) A Grade I librarian's certificate is issued by examination to an applicant who lacks the minimum educational requirements for a Grade I certificate if they successfully pass the examination given by the State Librarian for a Grade I certificate.

**D. Temporary Certification:**

(1) The State Librarian issues a temporary certificate without examination to an applicant who is unqualified for any other type of librarian certification when the State Librarian receives written recommendation for the issuance of a temporary certificate for the applicant from the library board or governing body concerned, stating that no qualified applicant is available for the position.

(2) The temporary certificate is issued for all grades and is valid for one (1) year only, but may be renewed or extended for one year periods upon written recommendation from the library board or governing body concerned, stating that no qualified applicant is available for the position.

[5-11-81; Recompiled 12/31/01]

**16.46.2.10 REQUIRED CERTIFICATION:**

**A.** A Permanent Professional Librarian's Certificate is required for the chief librarian of any library supported by public funds and serving a municipality or other political subdivision having a population in excess of 15,000 persons as shown by the last federal decennial census; or Of any state agency or state supported institution.

**B.** A Grade II Librarian's Certificate is required for the chief librarian of any library supported by public funds and serving a municipality or other political subdivision having a population of at least 10,000 but not more than 15,000 persons, as shown by the last federal decennial census.

**C.** A Grade I Librarian's Certificate is required for the chief librarian or any library supported by public funds and serving a municipality or other political subdivision having a population of at least 3,000 persons, but not more than 10,000 persons as shown by the last federal decennial census.

**D.** . THESE PROVISIONS DO NOT APPLY TO PUBLIC SCHOOL OR COUNTY LAW LIBRARIES.

[5-11-81; Recompiled 12/31/01]

**16 46.2.11 FEES:**

**A.** The fee for a certificate issued without examination is \$5.00. The fee for a certificate issued by examination is \$10.00. All fee money is deposited with the State Treasurer and is used to defray the expenses incurred in the certification of librarians.

**B.** Checks or money orders should be made payable to: OCA (Office of Cultural Affairs), Library Division, and submitted to the State Librarian together with application and transcript if required.

[5-11-81; Recompiled 12/31/01]

**16.46.2.12 TEST COVERAGE:**

**A.** The examinations are written. They are given in two parts: Grade I is a four-hour examination and is given in the morning; Grade II is an eight-hour examination and is given in two parts: the first part is given in the morning and the second part is given in the afternoon.

**B.** Knowledge In the fields of cataloging, reference, administration, public library standards, literature, and book selection are examined.

**C.** A suggested bibliography for use as a study guide is provided each applicant. It is the applicant's responsibility to secure the study materials.

[5-11-81; Recompiled 12/31/01]

**16.46.2.13** The certification examination is given twice each year, the exact dates to be sent and announced by the State Librarian during January of each year.

[5-11-81; Recompiled 12/31/01]

**16.46.2.14** The passing grade on the examination is 70. Any applicant aggrieved in failing the examination may appeal to the State Librarian within thirty days for review.

[5-11-81; Recompiled 12/31/01]

**16.46.2.15** Applicants failing to make the passing grade may take the examinations when next given. No applicant may take the examinations more than three times. The \$10.00 fee must be paid each time an application is submitted for examinations.

[5-11-81; Recompiled 12/31/01]

**16.46.2.16** Applicants for permanent, Grade I and Grade II librarian's certificates without examination must submit certified copies of their college transcripts with their applications.

[5-11-81; Recompiled 12/31/01]

**16.46.2.17** Application should be sent to the State Librarian, together with a check or money order to cover the fee, and transcripts if required. The certificate will be issued to the applicant within ninety days after the application is filed in the case of those qualifying without examination; or the applicant will be advised within that period that the application has been denied or why it has not yet been issued. All applications to take the librarian's certification examination shall be filed with the State Librarian not less than thirty (30) days prior to the date for the next examination.

[5-11-81; Recompiled 12/31/01]

**16.46.2.18** All inquiries, supporting documents, and applications should be addressed to:

State Librarian

New Mexico State Library

P. O. Box 1629

Santa Fe, New Mexico 87503

(Telephone inquiries should be made to the State Librarian's office.)

[5-11-81; Recompiled 12/31/01]

**16.46.2.19** No public funds shall be paid to any library failing to comply with the required provisions of the certification laws.

[5-11-81; Recompiled 12/31/01]

**16.46.2.20** Refer to the latest edition of New Mexico Statutes for the exact wording of the certification law.

[5-11-81; Recompiled 12/31/01]

**16.46.2.21** **APPROVED:** CLIFFORD E. LANG, STATE LIBRARIAN

[5-11-81; Recompiled 12/31/01]

**HISTORY OF 16.46.2 NMAC:**

**PRE-NMAC HISTORY:** This supersedes NMSL Rule 79-4 entitled LIBRARIAN CERTIFICATION IN NEW MEXICO, RULES AND REGULATIONS filed July 1, 1979

**HISTORY OF REPEALED MATERIAL:** [RESERVED]