

Public Library Systems Program

Public Library System Director Appointment Procedures

Education requirements for Public Library System (PLS) director positions and the position functions are included in the Regulations of the Commissioner §90.3(f). Public Library Systems must obtain State Education Department approval from the New York State Library before the system's Board of Trustees formally appoints a candidate to the Public Library System director position. This approval is required in order to assure that all regulatory requirements are met prior to the formal appointment.

The director of a Public Library System shall hold, or be eligible to receive, a public librarian's professional certificate and shall have eight or more full years of professional library experience (post-MLS) in libraries or library systems of recognized standing satisfactory to the Commissioner, at least two years of which shall have been in an administrative capacity. The system's Board of Trustees should forward the following items to the State Library for review and approval prior to appointment of the PLS director:

- a copy of the candidate's New York State public librarian's professional certificate or the certificate number, or evidence that candidate is eligible for such certificate.
- a copy of the candidate's résumé

Once written approval from the State Librarian is received, the candidate may be formally appointed by the system's Board of Trustees. Once the candidate is appointed to the Public Library System director position, the system's Board of Trustees should file with New York State Library:

- a copy of the system's Board minutes pertaining to the appointment of the director

The new director will be contacted by a Division of Library Development staff member to schedule an orientation visit to the New York State Library.

All materials should be sent to:

Joseph J. Mattie
Library Development Specialist II
New York State Library
Division of Library Development
Room 10B41, CEC
Albany, NY 12230

For further information, please contact Joseph Mattie, Division of Library Development, New York State Library, at (518) 486-4885.