

Requirements for New Library Media Specialists

(for Applicants that do not hold a current HCPS Library Media Specialist Position)

1. Applicant is a certified classroom teacher without a Master's Degree in Library Science nor completed the Media Specialist Coursework Compliance Agreement requirements.

Requirements:

- At least one year of prior teaching experience
- Current Florida Professional Teaching Certificate, or eligible to be certified
- Pass district Library Media Specialist screening*
- Pass Florida Educational Media Specialist certification exam & add to certificate, OR do so within 1 year
 - Applicants that have not passed the media specialist certification test before they are hired are considered out of field and must also sign an Agreement to Earn with District Human Resources Department (HR).
- Sign Coursework Compliance Agreement to complete 18 hours of specified Masters-Level courses
- Complete any other district level requirements

Steps:

- Applicant passes district Library Media Specialist screening
- Principal interview screened applicant, hires and notifies HR to process
- Applicant signs Agreement to Earn with HR, if they are not certified in Library Media
- Applicant signs Media Specialist Coursework Compliance Agreement (see attached)
 - Course Work Compliance Agreements are monitored by District Library Media Supervisors, and any noncompliance is to be reported to HR.
- HR notifies applicant of any other district requirements and monitors progress if necessary

2. Applicant has Master's Degree in Library Science or equivalent.

Requirements:

- Degree in Library Information Science or equivalent
- Current Florida Professional Teaching Certificate, or eligible to be certified
- Pass district Library Media Specialist screening*
- Complete all requirements to obtain FL educator certificate for Educational Media Specialist PK-12, OR do so within 1 year of hiring
- Complete any other district level requirements

Steps:

- Applicant has application on file with the district
- Applicant passes district Library Media Specialist screening
- Principal interviews screened applicant, hires and notifies HR to process
- Applicant signs Agreement to Earn with HR, if they are not certified in Library Media
- HR notifies applicant of any other district requirements and monitors progress if necessary

Useful Links

FL Educator Certification Information: <http://www.fldoe.org/teaching/certification/>

FCTE Certification Exam Information: <http://www.fl.nesinc.com/testPage.asp?test=010>

** The district Library Media Specialist screening is an interview with a district Library Media Supervisor to determine whether an applicant meets district requirements for library media candidates, understands Masters-Level coursework requirements (if applicable) and can be recommended for an interview with a hiring principal. The Supervisor(s) will screen applicants interested in applying for library media positions. The information of those applicants will be provided to Human Resources. Principals needing to fill Library Media positions can refer to this list of screened applicants.*

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
Office of Teaching & Learning
Library Media Services

Media Specialist Coursework Compliance Agreement
Required Courses

Hillsborough County Public Schools requires that new library media specialists without a Master's Degree in library and Information Science complete an individualized coursework program comprised of 6 Masters-Level courses (18 credit hours) in Library and Information Science from the courses below:

Foundational Courses for School Librarianship (complete all four courses):

- _ LIS 6603 Basic Information Sources and Services - 3 credits (Reference)
- _ LIS 6455 The Organization and Administration of the School Media Center - 3 credits
- _ LIS 6303 Preparing Instructional Media - 3 credits
- _ LIS 6511 Collection Development and Maintenance - 3 credits

Foundational Courses for Children's and Young Adult Literature (complete two of the three courses):

- _ LIS 6565 Books and Related Material for Young Adults - 3 credits
- _ LIS 6564 Books and Related Material for Children - 3 credits
- _ LIS 5566 Multicultural Literature for Children and Young Adults – 3 credits

These specific courses are from the University of South Florida's Master of Arts in Library and Information Science and School Library Media Specialist Master's Certificate programs. USF Course descriptions can be found at: <https://tinyurl.com/MLISCourses>

Additional Information

- Equivalent courses may be taken through another ALA approved Library Media Program with approval from the media supervisor. Other ALA approved programs can be found here: <http://www.ala.org/CFApps/lisdir/index.cfm>
- Individuals taking coursework at USF are encouraged to do so within the School Library Media Specialist Masters Certificate Program. Information can be found here: <https://tinyurl.com/MLIScertificate>
- If a student decides to continue taking courses toward a MA in Library and Information Science, the student should not complete more than 12 hours before being accepted into the Master's program. Please contact your college academic advisor for additional information.
- Individuals wishing to substitute relevant Masters-Level Library and Information Science coursework must have prior approval from a district Library Media Supervisor.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
Office of Teaching & Learning
Library Media Services

Media Specialist Coursework Compliance Agreement

I understand that my continued assignment to the position of library media specialist is contingent upon my completion of the 18 hours (minimum 6 hours per year) of required university course work (*see attached list*). If I do not take the required courses, I understand that I will lose my position as a media specialist and return to a position for which I am certified.

It is my responsibility to send a transcript of the courses taken each school year to the media supervisor, as evidence that I am complying with this agreement. The transcript needs to be sent to the media supervisor by the yearly compliance date until this agreement is completed.

Out of Field Assignment Begins: _____

Compliance Date Year 1: _____

Compliance Date Year 2: _____

Compliance Date Year 3: _____

- *Media specialists hired during the months of June, July or August will have a yearly compliance date of May 30th.*
- *Media specialists, hired during other months, will have a yearly compliance date which falls on the anniversary of the date hired.*
Example: Date Hired - October 1, 2014
Compliance Dates: 10/1/2015, 10/1/2016 and 10/1/2017

Name: (Print) _____ Lawson ID: _____

Signature: _____ Date: _____

School: _____