

## TENNESSEE PUBLIC LIBRARY MANAGEMENT PROGRAM FOR THE DIRECTORS OF SMALL AND MEDIUM-SIZED PUBLIC LIBRARIES

CERTIFIED TENNESSEE PUBLIC LIBRARY MANAGERS: Librarians who fulfill the following Level One, Two and Three requirements will become *Certified Tennessee Public Library Managers*. Certification will be awarded by the Tennessee Department of State, State Library and Archives. The program is underwritten by state funding and is provided for library directors, branch managers, or assistant directors who do not have MLS degrees. Participants must work in a public library which is part of the Regional Library System.

### LEVEL ONE

1. Orientation: This is based on a library skills checklist and will be waived for library directors with at least two years of experience. It will include two days in the Regional Library Center and two days in the local library with Regional staff.
2. Attend a one day workshop at the State Library and Archives (travel costs paid by the State Library and Archives).

### LEVEL TWO

1. Attend a minimum of five workshops per year for a three-year period.
2. At least one workshop of the five workshops attended each year must be provided by a group other than their own regional library (e.g. another region, TLA preconference, SOLINET workshops, statewide workshops provided by the State Library and Archives, approved vendors, etc.).

### LEVEL THREE

1. Attend all three years of the one-week Public Library Management Institute (see attached description). To be eligible to become a *Certified Tennessee Public Library Manager*, participants must attend each of the three programs included in the Institute curriculum: Leadership, Management, and Partnerships. If a participant misses one year of the program, she/he will need to wait until the topic covered during that year is repeated.



## Tennessee Public Library Management Institute

The Tennessee State Library and Archives sponsors a three-year Institute for the directors of small and medium-sized public libraries or library branches who do not have MLS degrees. The Institute will focus on management skills and is intended to be a part of a comprehensive training program that includes library skills workshops presented by the Tennessee Regional Libraries and appropriate training offered by private and government organizations. Each Institute will begin on a Sunday afternoon and conclude on the following Friday afternoon.

### YEAR ONE: LEADERSHIP

- \* Personality Style: Myers-Briggs
- \* Working with Groups
  - Group Process
  - Planning Effective Meetings
- \* Managing Time
- \* Communicating
  - Communication Styles
  - Assertiveness
  - Conflict Resolution
- \* Public Speaking
- \* Adjusting to Change

### YEAR TWO: MANAGEMENT

- \* Planning for the Future
- \* Obtaining and Allocating Resources
  - Building
  - Personnel
  - Collection
  - Equipment
  - Technology
- \* Organizing Work Flow
- \* Writing Policies
- \* Managing Change
- \* Incorporating Technology
- \* Public Speaking

### YEAR THREE: PARTNERSHIPS

- \* Public Awareness
- \* Public Speaking
- \* Sharing Technology
- \* Tennessee Library Law
- \* Fund Raising
- \* Using Change
- \* Working with Friends
- \* Working with Community Groups
- \* Working with Government Agencies
  - Local, County, State

For more information, please call Jane Pinkston at 615-532-4628.