



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


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STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** February 8, 2018

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Venessa A. Keesler, Ph.D., Deputy Superintendent   
Division of Educator, Student, and School Supports (DESSS)

**SUBJECT:** Certification Requirements for Library Media Staff

Michigan Compiled Law (MCL) 388.1763 states that "the board of a district or intermediate district shall not permit...a noncertificated educator to teach in an elementary or secondary school or in an adult basic education or high school completion program."

Educators who hold a Library Media (ND) endorsement have attained a Master's Degree in Library Science or Library and Information Science (MLS or MLIS) and are therefore qualified to carry out specific roles in Michigan schools as teachers, information specialists, and program administrators. However, many schools use a variety of titles for these uniquely prepared staff members, and sometimes employ others under these titles who do not have the ND endorsement.

In accordance with MCL 388.1763, the Michigan Department of Education (MDE) requires schools to staff and assign educators with the ND endorsement to provide instruction in and administration of a school library. Any persons without the appropriate qualifications who perform any duties related to a school library program must be supported by a certified educator with the ND endorsement.

The MDE will deem an educator working at a district or school level to be "administering a school library" if the person's position description or job duties are based on any or all of the five elements below. Accordingly, educators found to be working in this capacity without an ND endorsement or not with the support of another educator with an ND endorsement may be liable for a deduction of state aid funds under the law.

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1. **Teaching**

Collaboratively designs and delivers instruction that develops students' ability to inquire, think critically, gain and share knowledge, and that enables members of the learning community to become effective users and creators of ideas and information.

2. **Literacy and Reading Promotion and Materials Selection**

Promotes reading for learning, personal growth, and enjoyment; maintains an awareness of major trends in children's and young adult literature and selects materials in multiple formats to support reading for information, pleasure, and lifelong learning; uses a variety of strategies to reinforce classroom reading instruction to address the diverse needs and interests of all readers.

3. **Information and Knowledge**

Selects, curates, promotes and uses physical, digital, and virtual collections of resources ethically and equitably; demonstrates knowledge of a variety of information sources and services that support the needs of the diverse learning community; selects and utilizes appropriate technology to track and secure materials in the collection; demonstrates the use of a variety of research strategies to generate knowledge to improve practice.

4. **Advocacy and Leadership**

Advocates for dynamic school library programs and positive learning environments that focus on student learning and achievement by collaborating and connecting with teachers, administrators, librarians, and the community; demonstrates a commitment to continuous learning and professional growth; leads professional development activities for other educators; provides leadership by articulating ways in which school libraries contribute to student achievement.

5. **Program Management and Administration**

Plans, develops, implements, and evaluates school library programs, resources, and services in support of the mission of the library program within the school according to the ethics and principles of library science, education, management, and administration.

A [Quick Sheet document](#), intended to be a companion to this memo, is available from the OPPS Web site at [www.michigan.gov/teachercert](http://www.michigan.gov/teachercert). This Quick Sheet contains more information and helpful resource links about the role of school library media professionals and the school library in improving overall student achievement.

For additional information on deductions of state aid under MCL 388.1763, please contact Phil Chase at [ChaseP2@michigan.gov](mailto:ChaseP2@michigan.gov) or 517-241-3960.

cc: Michigan Education Alliance