

## School Library Systems Program

# School Library System Coordinator/Director Appointment Procedures

Education requirements for the School Library System (SLS) coordinator/director State-aided position and the position functions are included in the *Regulations of the Commissioner §90.18*. Educational agencies (BOCES/Big 5 Cities) must obtain State Education Department approval from the New York State Library before the educational agency's Board of Education formally appoints a candidate to the School Library System coordinator/director position. This approval is required in order to assure that all regulatory requirements are met prior to the formal appointment.

The coordinator/director of a School Library System shall hold a school library media specialist certificate with a *minimum* of three years of experience and be eligible to possess either a School Building Leader (SBL) or School Administrator and Supervisor (SAS) educational leadership certificate within three years from appointment date. The educational agency should forward the following items to the New York State Library for review and approval prior to appointment of the SLS coordinator/director:

- a copy of the candidate's New York State library media specialist certificate, and/or other certifications
- copy of the candidate's résumé

Once written approval from the New York State Library is received, the candidate's name may be forwarded to the agency's Board of Education for appointment. Once the candidate is appointed to the school library system coordinator/director position, the educational agency files with the New York State Library:

- a copy of the agency's Board minutes pertaining to the appointment or a certified statement from the clerk of the BOCES/Big 5 Cities Board of Education.

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

All materials should be sent to:

Karen Balsen, Library Development Specialist II  
New York State Library  
Division of Library Development  
New York State Library  
Room 10B41 CEC  
Albany, NY 12230

For further information, please contact Karen Balsen at the Division of Library Development at (518) 474-7890.