Certification of School Membership Eligibility

Any public, academic, school and special library within Massachusetts will be eligible to participate as a member of the Library System upon meeting certain requirements. These requirements are that the participating library shall:

- Be part of an organization or institution that has a legal basis for operation;
- Have an organized collection of information and material accessible for use by its designated clientele;
- Have a fixed location;
- Have established and posted hours of service;
- Have an on-site, paid librarian-in-charge who meets Massachusetts education and certification requirements in effect for that type of library;
- Have a written mission statement;
- Have an established funding base;
- Be authorized to participate by its appropriate administrative authority;

Additional Requirements for School Libraries

<table>
<thead>
<tr>
<th>Public Secondary School</th>
<th>High Schools must be staffed by a full-time certified school library teacher. A High School library teacher can only be responsible for one high school library, they cannot cover any other school library locations.</th>
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</thead>
<tbody>
<tr>
<td>Public Primary School</td>
<td>Elementary and Middle schools must be staffed by a certified school library teacher who may serve up to five different school libraries.</td>
</tr>
<tr>
<td>Private Secondary School</td>
<td>Must be staffed by a full-time librarian who either (1) is a certified school library teacher or (2) has a master’s degree in library science. A High School library teacher can only be responsible for one high school library, they cannot cover any other school library locations.</td>
</tr>
<tr>
<td>Private Primary School</td>
<td>Must be staffed by a librarian who either (1) is a certified school library teacher or (2) has a master’s degree in library science and who may serve up to five different schools.</td>
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</tbody>
</table>

School libraries must supply either:

- A copy of a current School Library Teacher or Media Specialist certificate
- The institution of year of the master's degree in library science:

<table>
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<tr>
<th>College or University</th>
<th>Date Degree Awarded</th>
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The term “secondary school” shall mean any school that is authorized to grant a high school diploma.

Name of Appropriate Authority (Principal is appropriate authority for Schools)

Signature of Appropriate Authority

Name of Librarian

Signature of Librarian Date