Rules and Regulations of the State of Georgia

Department 320 STATE BOARD FOR THE CERTIFICATION OF LIBRARIANS

Current through Rules and Regulations filed through November 6, 2026

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ADMINISTRATIVE HISTORY

The **Administrative History** following each Rule gives the date on which the Rule was originally filed and its effective date, as well as the date on which any amendment or repeal was filed and its effective date. Principal abbreviations used in the Administrative History are as follows:

f. - filed

eff. - effective

R. - Rule (Abbreviated only at the beginning of the control number)

Ch. - Chapter (Abbreviated only at the beginning of the control number)

ER. - Emergency Rule

Rev. - Revised

Note: Emergency Rules are listed in each Rule's Administrative History by Emergency Rule number, date filed and effective date. The Emergency Rule will be in effect for 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this Emergency Rule is adopted, as specified by the Agency.

Chapters 320-1 entitled "Organization," 320-2 entitled "Definitions," 320-3 entitled "Certification of Librarians," 320-4 entitled "Procedural Rules," 320-5 entitled "Expiration and Renewal Dates" have been adopted. Filed December 27, 1976; effective January 16, 1977.

Chapter 320-5 has been repealed and a new Chapter adopted. Filed May 15, 1978; effective June 4, 1978.

Emergency Rule Chapter 320-6-0.1 adopted. Filed May 15, 1978; effective May 12, 1978, the date of adoption, to be in effect for 120 days or until the effective date of a permanent Rule covering the same subject matter is adopted, as specified by the Agency. This Emergency Rule was adopted to comply with 1978 General Assembly Act amending the State Board for the

Certification of Librarians Act. (This Emergency Rule will not be published; copies may be obtained from the Agency.)

Rule 320-3-.01 has been amended. Filed June 23, 1978; effective July 13, 1978.

Chapter 320-6 entitled "Fees" has been adopted superseding Emergency Rule 320-6-0.1. Filed July 28, 1978; effective August 17, 1978.

Rule 320-6-.02 has been adopted. Filed September 7, 1979; effective September 27, 1979.

Rule 320-1-.02 has been amended. Rules 320-1-.03, 320-5-.01, 320-6-.02 have been repealed and new Rules adopted. Rules 320-6-.03, .04 have been adopted. Filed September 17, 1980; effective October 7, 1980.

Rules 320-6-.01 to .04 have been repealed and new Rules adopted. Filed May 20, 1982; effective June 9, 1982.

Rule 320-3-.01 has been repealed and a new Rule adopted. Filed October 7, 1982; effective November 1, 1982, as specified by the Agency.

Rule 320-5-.01 has been repealed and a new Rule adopted. Filed February 10, 1983; effective March 2, 1983.

Rule 320-3-.01 has been amended. Filed July 17, 1985; effective August 6, 1985.

Chapter 320-6 has been repealed and a new Chapter adopted. Filed November 20, 1985; effective December 10, 1985.

Rule 320-3-.01 has been repealed and a new Rule adopted. Filed May 26, 1988; effective June 15, 1988.

Rule 320-3-.01 has been amended. Filed November 15, 1990; effective December 5, 1990.

Rule 320-1-.03 has been repealed and a new Rule adopted. Filed February 13, 1992; effective March 4, 1992.

Rule 320-6-.05 has been adopted. Filed November 7, 1994; effective November 27, 1994.

Rules 320-1-.01, 320-4-.01, 320-6-.01, .02 have been repealed and new Rules adopted.

Rules 320-1-.02 and 320-6-.03 have been amended. Rules 320-5-.02 to .06 have been adopted. Rules 320-6-.04, .05 have been repealed. Filed April 1, 2002; effective April 21, 2002.

Rule 320-3-.01 has been amended. Filed August 21, 2002; effective September 10, 2002.

Rule 320-3-.02 adopted. F. Jan. 4, 2018; eff. Jan. 24, 2018.

Rule 320-6-.03 amended. F. June 27, 2024; eff. July 17, 2024.

Cite as Ga. Comp. R. & Regs. R. dept. 320, ADMINISTRATIVE HISTORY

Chapter 320-1. ORGANIZATION.

Rule 320-1-.01. Administration of Board.

All rules and regulations pertaining to the administration of the State Board for the Certification of Librarians shall be administered by the Professional Licensing Boards Division of the Office of the Secretary of State.

Cite as Ga. Comp. R. & Regs. R. 320-1-.01
Authority: O.C.G.A. Secs. 43-1-3, 43-24-3.
History. Original Rule entitled "Administration of Board" adopted. F. Dec. 27, 1976; eff. Jan. 16, 1977.
Repealed: New Rule of same title adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

Rule 320-1-.02. Organization of Board.

(1) Effective July 1, 1980, the State Board for the Certification of Librarians shall be composed of six (6) members, five (5) of whom shall be appointed by the Governor. The other member shall be the Director of the Georgia Public Library Services, who shall serve as an ex-officio member.

(2) Members of the public may obtain information from the Board and make submissions or requests to the Board by contacting the Division Director of the Professional Licensing Boards Division.

Cite as Ga. Comp. R. & Regs. R. 320-1-.02
Authority: O.C.G.A. Secs. 43-1-3, 43-24-2.
History. Original Rule entitled "Organization of Board" adopted. F. Dec. 27, 1976; eff. Jan. 16, 1977.
Amended: F. Sept. 17, 1980; eff. Oct. 7, 1980.
Amended: F. Apr. 1, 2002; eff. Apr. 21, 2002.

Rule 320-1-.03. Meetings.

Meetings will be held to conduct business as necessary.

Cite as Ga. Comp. R. & Regs. R. 320-1-.03
Authority: O.C.G.A. Sec. 43-24-2.

History. Original Rule entitled "Meetings" adopted. F. Dec. 27, 1976; eff. Jan. 16, 1977.
Repealed: New Rule of same title adopted. F. Sept. 17, 1980; eff. Oct. 7, 1980.
Repealed: New Rule of same title adopted. F. Feb. 13, 1992; eff. Mar. 4, 1992.

Chapter 320-2. DEFINITIONS.

Rule 320-2-.01. Full-time Professional Library Position.

A full-time professional library position is one which requires an incumbent who has a knowledge of library materials and the ability to organize and administer the library program to meet the needs of the people served.

Cite as Ga. Comp. R. & Regs. R. 320-2-.01
Authority: Ga. L. 1937, pp. 245, 246, as amended.
History. Original Rule was filed on December 27, 1976; effective January 16, 1977.

Chapter 320-3. CERTIFICATION OF LIBRARIANS.

Rule 320-3-.01. Grades of Certification for Librarians.

(1) Para-Professional Certificate is classified as Grade 2.

(a) A Grade 2 Certificate is granted to a person who is a graduate of a four (4) year college of recognized standing, including or supplemented by at least twelve (12) semester hours in a planned program of library science taken at an institution approved by a state or regional accrediting agency. The twelve 912) semester hours should include courses in reference, technical services, collection development, and library management.

(b) A Grade 2 Certificate is valid for positions involving duties of a para-professional nature in a library that comes under the provisions of the certification law, provided that the work is done under the supervision of a full-time professional librarian.

(2) Librarian's Professional Graduate Certificate may be classified as Grade 5(b) or Grade 5(d).

(a) A Grade 5(b) Certificate is granted to a person who holds a master's degree in the field of librarianship from a library school whose program is accredited by the American Library Association or master's degree in library and information science from Valdosta State University received during this program's American Library Association accreditation pre-candidacy/candidacy.

(b) A Grade 5(d) Certificate is granted to a person who presents foreign credentials which satisfy the Board that he/she has attainments and abilities equivalent to those of a person who is a graduate of a library school whose program is accredited by the American Library Association, as described in paragraph (a) above, and that he/she is competent to carry on library work ably and efficiently.

(3) Librarian's Advanced Professional Graduate Certificate is classified as Grade 6.

(a) A Grade 6 Certificate is granted to a person who qualifies for a Librarian's Professional Graduate Certificate and who has completed a sixth year or more of planned graduate study in the field of librarianship from a library school whose program is accredited by the American Library Association.

(b) A Grade 6 Certificate is valid for any professional position in any library that comes under the provisions of the certificate law.

(4) Librarian's Doctoral Certificate is classified as Grade 7.

(a) A Grade 7 Certificate is granted to a person who qualifies for a Grade 5(b) Librarian's Professional Graduate Certificate and who holds an earned doctorate in the field of librarianship from a library school whose master's degree program is accredited by the American Library Association.

(b) A Grade 7 Certificate is valid for any professional position in any library that comes under the provisions of the certification law.

(5) Licensees who were issued a Grade 5(a) Librarian's Professional Certificate prior to November 1, 1982, may renew or reinstate their certificates at that grade level. Licensees who were issued a Grade 3 or Grade 5(c) certificate prior to February 18, 1988, may renew or reinstate their certificates at that grade level.

Cite as Ga. Comp. R. & Regs. R. 320-3-.01
Authority: O.C.G.A. Sec. 43-24-5.
History. Original Rule entitled "Grades of Certificates for Librarians" adopted. F. Dec. 27, 1976; eff. Jan. 16, 1977.
Amended: F. June 23, 1978; eff. July 13, 1978.
Repealed: New Rule of same title adopted. F. Oct. 7, 1982; eff. Nov. 1, 1982, as specified by the Agency.
Amended: F. July 17, 1985; eff. August 6, 1985.
Repealed: New Rule of same title adopted. F. May 26, 1988; eff. June 15, 1988.
Amended: F. Nov. 15, 1990; eff. Dec. 5, 1990.
Amended: F. Aug. 21, 2002; eff. Sept. 10, 2002.

Rule 320-3-.02. Application by Military or Transitioning Service Member or Spouse.

Beginning July 1, 2017 for applicants of good moral character that can provide proof of active duty as a National Guard or U.S. Military service member, a transitioning service member, or a

member on separation leave within 24 months of retirement or 12 months of separation as those terms are defined in O.C.G.A. § 43-1-34, or provide proof that the applicant is a spouse of these service members, the Board may issue a registration, license or certification as follows:

(a) Applicants identifying themselves as such must provide documentation to demonstrate their status to the Board;

(b) The applicant obtained a specialty, certification, training, or experience in the military while a service member or spouse which substantially meets or exceeds the requirements to obtain a license in this state. For the purposes of this rule, an application for Grade 2 Certification under this section may be issued with Board approval if the applicant provides documentation of the equivalent of 12 semesters hours Library Science or at least one year of equivalent librarian work experience at a military base, or at an academic or public library; and

(c) Complete applications from a Military or Transitioning Service Member or his or her Spouse will be given priority processing.

Cite as Ga. Comp. R. & Regs. R. 320-3-.02
Authority: O.C.G.A. §§ 43-1-34, 43-24-5, 43-24-6.
History. Original Rule entitled "Application by Military or Transitioning Service Member or Spouse" adopted. F. Jan. 4, 2018; eff. Jan. 24, 2018.

Chapter 320-4. PROCEDURAL RULES.

Rule 320-4-.01. Procedural Rules.

The State Board for the Certification of Librarians hereby adopts by reference as its permanent rules Chapters 295-3 through 295-13, and any future amendments thereto, Rules and Regulations of the Office of Division Director, Professional Licensing Boards Division, relating to procedures for hearings before several Professional Licensing Boards.

Cite as Ga. Comp. R. & Regs. R. 320-4-.01
Authority: O.C.G.A. Secs. 43-1-3, 43-24-3, 50-13-3.
History. Original Rule entitled "Procedural Rules" adopted. F. Dec. 27, 1976; eff. Jan. 16, 1977.
Repealed: New Rule of same title adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

Chapter 320-5. RENEWAL AND CONTINUING EDUCATION.

Rule 320-5-.01. Biennial Renewal.

Certificates will expire every two (2) years on the 30th day of June, beginning in 1984, and shall become renewable at least sixty (60) days prior to expiration date.

Cite as Ga. Comp. R. & Regs. R. 320-5-.01
Authority: O.C.G.A. Sec. 43-24-6.
History. Original Rule entitled "Expiration and Renewal Dates" adopted. F. Dec. 27, 1976; eff. Jan. 16, 1977.
Repealed: New Rule entitled "Biennial Re-registration" adopted. F. May 15, 1978; eff. June 4, 1978.
Repealed: New Rule entitled "Biennial Renewal" adopted. F. Sept. 17, 1980; eff. Oct. 7, 1980.
Repealed: New Rule of same title adopted. F. Feb. 10, 1983; eff. Mar. 2, 1983.

Rule 320-5-.02. Reporting Requirements.

(1) Beginning with applications for renewal of licenses which expire on June 30, 2004, a certified librarian must have completed ten (10) hours of acceptable continuing education during the two year period immediately preceding each biennial renewal date as a condition for license renewal.

(2) An applicant for license renewal who has been initially licensed in Georgia as a certified librarian for one year but less than two, at the date of license expiration must have completed five (5) hours of acceptable continuing education during the period between inital licensure and the expiration date as a condition for license renewal.

(3) An applicant for license renewal who has been initially licensed in Georgia as a certified librarian for less than one year at the date of license expiration will not be required to complete any hours of continuing education prior to that first license expiration date as a condition for license renewal.

(4) All applicants00 for biennial license renewal will report having completed the continuing education requirement as part of the application for license renewal.

(5) Failure to comply with the provisions of this section will result in non-renewal of the certified librarian's license. Certified librarians whose licenses have expired for non-renewal are prohibited from identifying themselves as certified librarians.

Cite as Ga. Comp. R. & Regs. R. 320-5-.02
Authority: O.C.G.A. Sec. 43-24-7.
History. Original Rule entitled "Reporting Requirements" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

Rule 320-5-.03. Record Maintenance and Verification.

(1) Responsibility for documenting the fulfillment of the continuing education requirements rests with the licensee, and the licensee must retain for a period of four years the evidence of completion of each course or program, a description of the contents of each course or program and verification of the number of hours of each course or program, or, for other

activities which meet the requirements, such documentation as to ascertain their content and completion.

(2) The Board may verify, on a test basis, satisfactory completion of the continuing education requirements. In doing so, the Board may require licensees to submit copies of the documentation described in paragraph (1) above to the Board and may require other information as it deems necessary to decide upon the acceptability of a course or program. In cases where the Board determines that the requirements have not been met, the Board may grant an additional period of time in which the deficiencies may be corrected.

Cite as Ga. Comp. R. & Regs. R. 320-5-.03
Authority: O.C.G.A. Sec. 43-24-7.
History. Original Rule entitled "Record Maintenance and Verification" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

Rule 320-5-.04. Exemptions.

The Board may waive all or some of the requirements of continuing education for reasons of individual hardship or health of the licensee based on the licensee's written request and accompanying supporting documentation.

Cite as Ga. Comp. R. & Regs. R. 320-5-.04
Authority: O.C.G.A. Sec. 43-24-7.
History. Original Rule entitled "Exemptions" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

Rule 320-5-.05. Definitions.

(1) Credit Hours. Credit accrues at a rate of one hour for each hour of actual contact. This shall be known as a contact hour or clock hour. Credit will not be allowed for any program which in its entirety, including question and answer periods, lasts less than thirty minutes. Credit will not be given for time spent in introductory remarks, coffee and luncheon breaks, meals, or business meetings where no organized course work is presented.

(2) Categories. There are two (2) categories of continuing library education which cover the various activities for which credit may be granted.

(a) Category 1. Organized course work or programs in library science or professional ethics. Included are seminars, short courses and workshops conducted or sponsored by public or private organizations, and sessions of professional library associations or conferences. A Category 1 activity must satisfy all of the following conditions:

1. It constitutes an organized program of learning (including a meeting, workship or symposium) which contributes directly to the professional competency of librarians.

2. It deals primarily with matters directly related to the practice of librarianship, professional responsibility, or ethical obligations of librarians.

3. It is conducted by librarians or individuals who have special education, training and experience by reason of which they can be considered experts in the subject matter of the program.

(b) Category

2. Other organized course work or programs not specifically library or library-related but which are professionally enriching or directly benefiting the individual in his or her present position. Examples include general sessions of librarianship or other professional meetings or course work in areas such as computer science, business management, public relations, etc.

(3) Correspondence courses and distance learning courses. Correspondence courses and independent study programs are permitted under Categories 1 and 2, if the course provides for interaction between the participants and the course administrator. This usually takes the form of periodic examinations and must be documented. Contact hours are assigned on the basis of the credits granted by the sponsoring organization.

(4) Academic Programs. University and college taught courses taken in pursuit of a degree may be counted as Category 1 or 2, as long as that degree is not being obtained to meet the qualifications for certification up to the grade 5(b).

Cite as Ga. Comp. R. & Regs. R. 320-5-.05
Authority: O.C.G.A. Sec. 43-24-7.
History. Original Rule entitled "Definitions" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

Rule 320-5-.06. Approved Programs.

(1) Professional Associations. Continuing library education hours may be obtained by participating in activities sponsored by or approved by the American Library Association or other professional associations. A properly authorized official of the professional organization shall certify the number of contact hours of educational content of each sponsored or approved activity. Programs offered by these providers do not require prior Board approval.

(2) Educational Institutions. Continuing library education hours may be obtained by completing non-library degree or graduate level course work or by participating in continuing education programs sponsored by or approved by educational institutions accredited by a regional body, e.g., Southern Association of Colleges and Schools. The educational institution shall certify the number of contact hours of educational content in each sponsored or approved program. Programs offered by these providers do not require prior Board approval.

(3) Government Agencies and Bibliographic Utilities. Continuing library education hours may be obtained by participating in in-service training, courses, or workshops sponsored by federal, state or local agencies or bibliographic utilities. The provider shall certify the number of contact hours of educational content in each sponsored activity. Programs offered by these providers do not require prior Board approval.

(4) Board Approved Programs. All other programs must receive official Board approval. Application for Board approval must be made to allow adequate time for Board review prior to each quarterly meeting. Meeting schedules are available from the Board.

Cite as Ga. Comp. R. & Regs. R. 320-5-.06
Authority: O.C.G.A. Sec. 43-24-7.
History. Original Rule entitled "Approved Programs" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

Chapter 320-6. FEES.

Rule 320-6-.01. Fees.

The Board hereby adopts by reference a fee schedule that sets forth fees established by the Board. The fee schedule is available from the Board office and at the Boards' website. Fees may be reviewed and changed at the discretion of the Board. An indebtedness to the Board caused by a returned check will be dealt with in accordance with Code Section 16-9-20 of the Criminal Code of Georgia.

Cite as Ga. Comp. R. & Regs. R. 320-6-.01
Authority: O.C.G.A. Secs. 16-9-20, 43-1-7, 43-1-19, 43-1-25, 43-24-6.
History. Original Rule entitled "Application Fee" adopted as ER. 320-6-0.1-.01. F. May. 15, 1978; eff. May 12, 1978, the date of adoption.
Amended: Permanent Rule entitled "Application Fees" adopted. F. July 28, 1978; eff. August 17, 1978.
Repealed: New Rule of same title adopted. F. May 20, 1982; eff. June 9, 1982.
Repealed: New Rule of same title adopted. F. Nov. 20, 1985; eff. Dec. 10, 1985.
Repealed: New Rule entitled "Fees" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

Rule 320-6-.02. Applications.

(1) A new applicant for any grade of librarian certificate shall file an application with the Board office on the form approved by the Board accompanied by the appropriate fee.

(2) An applicant for a change in grade of a librarian certificate shall file a Change of Grade Application with the Board office on the form approved by the Board accompanied by the appropriate fee.

Cite as Ga. Comp. R. & Regs. R. 320-6-.02
Authority: O.C.G.A. Secs. 43-1-7, 43-1-19, 43-1-25, 43-24-6.
History. Original Rule entitled "Renewal" adopted. F. Sept. 7, 1979; eff. Sept. 27, 1979.
Repealed: New Rule entitled "Renewal Fees" adopted. F. Sept. 17, 1980; eff. Oct. 7, 1980.
Repealed: New Rule of same title adopted. F. May 20, 1982; eff. June 9, 1982.
Repealed: New Rule of same title adopted. F. Nov. 20, 1985; eff. Dec. 10, 1985.
Repealed: New Rule entitled "Applications" adopted. F. Apr. 1, 2002; eff. Apr. 21, 2002.

Rule 320-6-.03. Penalty; Reinstatement.

(1) Late renewal applications submitted during the 30-day late renewal period following expiration must be accompanied by a late renewal fee.

(2) Registrations not renewed prior to the end of the 30-day late renewal period shall not be subject to renewal. Any consideration of registration reinstatement after the 30-day late renewal period would be at the discretion of the Board and requires submission of a reinstatement application with the required reinstatement fee.

(3) In order to reinstate a lapsed license after expiration, the applicant shall pay all fees required by law or rule, including the reinstatement fee, and shall submit documentation of completion of 10 continuing education hours for each lapsed period, not to exceed fifty (50) continuing education hours. A license shall be reinstated upon completion of all requirements of the laws and rules.

Cite as Ga. Comp. R. & Regs. R. 320-6-.03
Authority: O.C.G.A. §§ 43-1-4, 43-1-7, 43-1-19, 43-1-25, 43-24-6, 43-24-7.
History. Original Rule entitled "Penalty" adopted. F. Sept. 17, 1980; eff. Oct. 7, 1980.
Repealed: New Rule entitled "Penalty; Reinstatement" adopted. F. May 20, 1982; eff. June 9, 1982.
Repealed: New Rule of same title adopted. F. Nov. 20, 1985; eff. Dec. 10, 1985.
Amended: F. Apr. 1, 2002; eff. Apr. 21, 2002.
Amended: F. June 27, 2024; eff. July 17, 2024.

Rule 320-6-.04. Repealed.

Cite as Ga. Comp. R. & Regs. R. 320-6-.04
Authority: O.C.G.A. Secs. 43-1-7.
History. Original Rule entitled "Duplicate/Replacement Fees" adopted. F. Sept. 17, 1980; eff. Oct. 7, 1980.
Repealed: New Rule of same title adopted. F. May 20, 1982; eff. June 9, 1982.
Repealed: New Rule of same title adopted. F. Nov. 20, 1985; eff. Dec. 10, 1985.

Repealed: F. Apr. 1, 2002; eff. Apr. 21, 2002.

Rule 320-6-.05. Repealed.

Cite as Ga. Comp. R. & Regs. R. 320-6-.05
Authority: O.C.G.A. Secs. 43-1-7.
History. Original Rule entitled "Waivers" adopted. F. Nov. 7, 1994; eff. Nov. 27, 1994.
Repealed: F. Apr. 1, 2002; eff. Apr. 21, 2002.