**Required Basic Certification Level Courses**

**Fundamentals of Librarianship**

 ABLE - Ethics and Public Service (Idaho Commission for Libraries)

**Collection Development**

 ABLE- Collection Assessment (Idaho Commission for Libraries)

 ABLE – Building a Collection (Idaho Commission for Libraries)

 ABLE – Writing a Collection Development Policy (Idaho Commission for Libraries)

 Weeding the Library Collection (WebJunction)

**Organization of Materials**

 ABLE – Introduction to Technical Services and Catalog Records

 (Idaho Commission for Libraries)

 ABLE – Introduction to Dewey Classification (Idaho Commission for Libraries)

 ABLE- Introduction to MARC (Idaho Commission for Libraries)

 ABLE – Introduction to Subject Headings (Idaho Commission for Libraries)

**Management**

 **Budget and Finance**

 Creating and Analyzing an Operating Budget (WebJunction)

 **Facilities**

 Keeping Your Library Safe (Infopeople)

 **Interpersonal Skills**

 Director’s ASK (WebJunction)

 Interpersonal Communication: Communicating with Confidence (WebJunction)

 Time Management: Planning and Prioritizing Your Time (WebJunction)

**Programming and Services**

 **Customer Service**

Customer Service Fundamentals: Building Rapport in Customer Relationships (WebJunction)

**Reference and Readers Advisory**

 Reader’s Advisory Services (WebJunction)

 ABLE - Reference Interview (Idaho Commission for Libraries)

 MARVEL Tutorials (Maine State Library)

**Marketing and Advocacy**

 Keep It Simple: Developing a Marketing Plan for Your Library (WebJunction)

**Technology**

 Northstar Digital Literacy Project - Basic Competency Tests (Minnesota)