**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)