

**Mississippi Library Commission
Personnel Incentive Grants Program
Public Library System Director – Educational Requirements**

**SMALL LIBRARY EXEMPTION
Agreement to Terms and Conditions**

On [DATE], the Mississippi Library Commission (MLC) issued a Small Library Exemption to [LIBRARY DIRECTOR] and the [LIBRARY SYSTEM] in regard to the Personnel Incentive Grant Program’s library director educational requirements. The following terms and conditions apply:

Local Board will:

- ❖ Employ a director who has received a bachelor’s degree.
- ❖ Comply with all mandatory reporting requirements determined by the Library Commission, including:
 - An annual report from the local board on the director’s progress throughout the year, due to the Library Commission on first day of month in which waiver was granted. Form provided by MLC.
 - Any other reporting established by the Library Commission during the exemption period.

Director will:

- ❖ Within six (6) months, enroll in an approved (by MLC) American Library Association (ALA) accredited Master’s level library science program as a non-degree seeking student.
- ❖ Complete the following information to show intent to comply with this requirement.

Name of school chosen:

Date expected to begin classes:

- ❖ Successfully complete three (3) classes, approved by the MLC Deputy Executive Director, in the above program within a three-year period (at least one class per year) beginning the issued date of this exemption.
- ❖ Annually develop and follow a training plan created along with the MLC Deputy Executive Director, which must include at least fifteen (15) hours continuing education provided by MLC. The annual training plan must be submitted within thirty (30) days of hire.
- ❖ Attend at least one (1) Directors’ Meeting each year of the exemption.
- ❖ Comply with all mandatory reporting requirements determined by the Library Commission, including:
 - Proof of enrollment in classes for the library science program at the selected college/university, within 6 months of the issued date of this exemption.
 - Request transcripts be sent from the college/university directly to MLC the end of each semester a class was taken.

- Any other reporting requirements as determined by the Library Commission specific to the individual’s circumstances.

This exemption is specific to [LIBRARY DIRECTOR] in the capacity of library director; if [LIBRARY DIRECTOR] leaves the library/library system, other actions or waivers may be necessary.

This exemption is authorized by the Mississippi Library Commission on the above date but is not in effect until this signed agreement is received by MLC.

Acceptance of Terms and Conditions of Exemption

By signing this agreement, the [LIBRARY SYSTEM] Board of Trustees and the library director accept these Terms and Conditions and document their intent to comply with the terms and conditions of the agreement. Any change in the intent, or ability to meet the Terms and Conditions, must be conveyed to the Mississippi Library Commission immediately.

Signature, Library Board Chair

Date

Signature, Library Director

Date

Certification of Exemption

By signing this agreement, we certify an exemption has been granted to the parties listed above as stated above. By signing below, we commit agency resources to advise and assist the local board, if requested, in carrying out this exemption.

Signature, MLC Executive Director

Date