

**NHLA Paralibrarian Certification  
Form A – Registration/Application**

Please print legibly in ink or type. Fill out completely.

Name John Wilson  
Title/position LIBRARY Clerk  
Library Institution Great Books Library  
Address (Library or Home) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

Type of Library Academic \_\_\_\_\_ Public  School \_\_\_\_\_ Special \_\_\_\_\_

I am applying for  
PARA Level I  PARA Level II \_\_\_\_\_ PARA Level III \_\_\_\_\_ PARA Level IV \_\_\_\_\_

I am a member of NH Library Association. I have enclosed my \$20.00 registration fee.  
 I am not a member of NH Library Association. I have enclosed my \$50.00 registration fee.  
 I am applying for Certification for the next level within the three year window  
(last level  dated \_\_\_\_\_ ) therefore the fee is waived.

**Date submitted:** \_\_\_\_\_

**Make check payable to NHLA-Paralibrarians and mail check to:**

New Hampshire Library Association Paralibrarian Section  
c/o Carla Ferreira, cferreira@amherstlibrary.org  
Amherst Town Library  
14 Main St, Amherst, NH 03031  
Van Stop: Amherst/Amherst Town Library

**Please submit a pdf file of your application, via email, to Carla Ferreira at <mailto:cferreira@amherstlibrary.org>. You will receive an email back from Carla, confirming receipt of your file, within 7 days.**

**NHLA Paralibrarian Certification  
Form B – Work Experience**

**Name:** John Wilson

If multiple employers, complete an individual Form B for each.

The following formula is offered to help you determine your points (if part time) based on FTE (full time equivalency).

I worked (a) 10 hours per week. (b) 40 number of hours considered full time at my library.

Year of employment 2018, 10 hours / week

Year of employment 2017, 10 hours / week

Year of employment \_\_\_\_\_, \_\_\_\_\_hours / week

So (a) 10 divided by (b) 40 = (c) 25 % of FTE

FTE earns 60 points per year and (c) 25 % of 60= (d) 15.

Therefore, I am requesting (d) 30 points for experience

**Library:** Great Books Library

**Director signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NHLA Paralibrarian Certification  
Form B – Volunteer Experience**

**Name:** John Wilson

If volunteering at multiple libraries, complete an individual Form B for each.

Points for volunteer experience in direct library services shall be awarded at half the rate for points earned as an employed applicant's experience. Volunteer work shall follow the same form as the Work Experience using the following ratio in place of the work experience ratio.

This is the formula for volunteer experience:

I volunteered (a) 4 hours per week. (b) 40 number of hours considered full time employment at the library volunteered at.

So (a) 4 divided by (b) 40 = (c) 10 % of FTE

FTE earns 30 points per year and (c) 10 % of 30 = (d) 3.

I only volunteered for 28 weeks, therefore  $28/52$  weeks in 2018 = .54 of the year X 3 = 1.5 rounded down. (Note: Feel free to modify the calculation as needed for parts of the year.)

Therefore, I am requesting (d) 1.5 points for volunteer experience

**Library:** Small Town Middle School Library

**Director/Volunteer Coordinator signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NHLA Paralibrarian Certification  
Form C – Education**

*A separate form is required for each degree or certification with accompanying verification.*

Name: John Wilson

Institution: University of NH

Date awarded: 1988

Non-MLS graduate degree         

Bachelor's degree X

Associate's degree         

Professional certification         

**Types of verification attached (Only one required) (copies only please)**

Diploma X Include Copy of Diploma

Transcript         

Certificate         

Total points requested 50

**NHLA Paralibrarian Certification**

## Form D – Professional Development

*Please type this form or include an attached typed narrative.*

Name: John Wilson

Program title: Growing Youth Collections

Hosting organization: NHLA Paralibrarian Section

Date: 5/22/19 Type of Professional Activity: Workshop

Points requested: 4 pts./hr 12 Points

Length of program (Sessions must be 45+ minutes): 3 Hours

Category of Library Service: Reference/Information Service

Subcategory (if applicable):

**Verification** Attach Certificate of Attendance or Attendance Verification Form

Presenter name: Gail Zachariah

Library / Organization: \_\_\_\_\_

**Description of program from hosting organization:** Gail Zachariah will explore the range building library collections for young people with an emphasis on nonfiction collections. Nonfiction books for young people are an increasingly important part of publishing. Learn how to develop a well-rounded collection based on what's popular, what's appropriate, and what's fun so that you can meet the homework and leisure reading interests of your patrons. Gail will discuss how to evaluate and select books and how different books may appeal to different audiences. She'll suggest tools for librarians to keep current with upcoming releases. Finally, she'll discuss ways to create buzz around these books. Attendees will leave with a booklist of not-to-miss new titles.

**(NOTE: Taken directly from the course description)**

**Summary of content learned:** Consider how you will apply the information you learned at your home library or how it relates to library service at large.

**(Here is where you would summarize the workshop and explain what your personal take away is and how you intend to use that information/or who you can share this with at your library and how it would be beneficial. Most of the time, a thoughtful reflection will take more space and can go onto a blank page to follow).**

Approved \_\_\_\_\_ Needs Clarification \_\_\_\_\_ Denied \_\_\_\_\_

Comments:

**NHLA Paralibrarian Certification**

**Form D – Professional Development**

*Please type this form or include an attached typed narrative.*

Name: John Wilson

Program title: Internet Self Defense

Hosting organization: NHLA Paralibrarian Section

Date: 6/10/17 Type of Professional Activity: Workshop

Points requested: 4 pts./hr 24 Points

Length of program (Sessions must be 45+ minutes): 6 Hours

Category of Library Service: Technology

Subcategory (if applicable):

**Verification** Attach Certificate of Attendance or Attendance Verification Form

Presenter name: Chuck McAndrew and Mark Glisson

Library / Organization: Lebanon Public Library and Hooksett Public Library

**Description of program from hosting organization** The instructors focused on the Biggest Threat – Hacking. Discussed all of the threat vulnerabilities, from software to hardware. The biggest vulnerability is due to user behaviors. Taught us about the different types of Malware. Updates being installed are a must for some protection. Went over safe practices around passwords, 2 step authentication, separating networks within the library (public vs. staff), encryption, back-up strategy, using better search engines that don't track your searches, the use of a VPN (Virtual Private Network) if using WI-FI.

**(NOTE: The original course description was not available, therefore course content was summarized).**

**Summary of content learned:** Consider how you will apply the information you learned at your home library or how it relates to library service at large.

**(Here is where you would summarize the workshop and explain what your personal take away is and how you intend to use that information/or who you can share this with at your library and how it would be beneficial. Most of the time, a thoughtful reflection will take more space and can go onto a blank page to follow).**

Approved \_\_\_\_\_ Needs Clarification \_\_\_\_\_ Denied \_\_\_\_\_

Comments:

**NHLA Paralibrarian Certification**

### Form D – Professional Development

*Please type this form or include an attached typed narrative.*

Name: John Wilson

Program title: Digitization

Hosting organization: NHLA Paralibrarian Section

Date: 5/4/17 Type of Professional Activity: Conference Session

Points requested: 3 pts

Length of program (Sessions must be 45+ minutes): 45 Minutes

Category of Library Service: Technical Services

Subcategory (if applicable):

**Verification** Attach Certificate of Attendance or Attendance Verification Form

**(NOTE: At this time a Certificate from the presenter was not available so the Director Verified Attendance.**

**(SEE Last Page for Director Verification of Attendance)**

Presenter name: Tom Blake

Library / Organization: Boston Public Library

**Description of program from hosting organization:** Tom Blake became digital projects manager of the Boston Public Library's (BPL) new Digital Services department in 2008. In 2011 BPL's Digital Services department embarked on a two-year, statewide digitization program in partnership with Digital Commonwealth (DC), an online portal and repository service for digital cultural heritage materials held by Massachusetts libraries, museums, historical societies, and archives.

**Summary of content learned:** Consider how you will apply the information you learned at your home library or how it relates to library service at large.

**(Here is where you would summarize the workshop and explain what your personal take away is and how you intend to use that information/or who you can share this with at your library and how it would be beneficial. Most of the time, a thoughtful reflection will take more space and can go onto a blank page to follow).**

Approved \_\_\_\_\_

Needs Clarification \_\_\_\_\_

Denied \_\_\_\_\_

Comments:

### NHLA Paralibrarian Certification

**Form D – Professional Development**

*Please type this form or include an attached typed narrative.*

Name: John Wilson

Program title: Library Love for LibraryReads

Hosting organization: Booklist Webinar

Date: 4/23/19 Type of Professional Activity: Webinar

Points requested: 4 pts./hr 4 Points

Length of program (Sessions must be 45+ minutes): 1 Hour

Category of Library Service: Public Services

Subcategory (if applicable):

**Verification Attach Certificate of Attendance or Attendance Verification Form**

Presenter name: Donna Seaman.

Library / Organization: \_\_\_\_\_

**Description of program from hosting organization:** LibraryReads is a librarian-driven venture where public library staff can help build word-of-mouth for new books. Hear from representatives from HarperCollins Publishers, Ingram Content Group (Counterpoint Press, House of Anansi Press, and TouchWood Editions), Macmillan Publishers, Sourcebooks, and W. W. Norton & Company, who share forthcoming titles perfect for public libraries and for your LibraryReads nominations. This free one-hour webinar will be moderated by Adult Books editor Donna Seaman. **(NOTE: Taken directly from the website)**

**Summary of content learned:** Consider how you will apply the information you learned at your home library or how it relates to library service at large.

**(Here is where you would summarize the workshop and explain what your personal take away is and how you intend to use that information/or who you can share this with at your library and how it would be beneficial. Most of the time, a thoughtful reflection will take more space and can go onto a blank page to follow).**

Approved \_\_\_\_\_ Needs Clarification \_\_\_\_\_ Denied \_\_\_\_\_

Comments:

**NHLA Paraprofessional Certification**



## Form D – Professional Development

*Please type this form or include an attached typed narrative.*

Name: John Wilson

Program title: Are You a Censoring Librarian

Hosting organization: NHLA Spring Conference

Date: 5/4/17 Type of Professional Activity: Conference

Session \_\_\_\_\_

Points requested: 3 pts

Length of program (Sessions must be 45+ minutes): 45 Minutes

Category of Library Service: Reference/Information Services

Subcategory (if applicable):

Verification **Attach Certificate of Attendance or Attendance Verification Form**

Presenter name: Cara Barlow and Intellectual Freedom Committee

Library / Organization: NHLA Intellectual Freedom Committee

**Description of program from hosting organization:** From Unknowingly purchasing more items on one side of the political spectrum that the other or choosing whether to put a title in the middle grade or young adult section to pulling the title of an author who has been discredited, we all make decisions every day that affect our patrons' ability to discover material. **(NOTE: Taken directly from the NHLA Program description).**

**Summary of content learned:** Consider how you will apply the information you learned at your home library or how it relates to library service at large. (NOTE: This was an actual write-up from an application – please use your own words!)

**“This session hit very close to home, as I feel the Director and Children’s librarian do this type of thing all the time. Part of our issue in our library is space limitations, especially in the non-fiction adult area. We do not have a big readership of non-fiction and one of the compromises we have made is that much non-fiction is not purchased until a patron requests an item. If it is a new item, we will purchase, older items we offer to ILL. It has opened up some staff discussions about how to “Balance” the perspective. Our Children’s Librarian has almost swung too far. She has done a great job of expanding the collection to represent many different cultural, social ideas, BUT some of the**

SAMPLE APPLICATION – FOR REFERENCE PURPOSES ONLY

**more conservative parents are not happy and some of this material has no circulation interest. Hits the note that this needs to be an ongoing discussion to be revisited frequently to keep our purchases representing all interest groups.”**

(Here is where you would summarize the workshop and explain what your personal take away is and how you intend to use that information/or who you can share this with at your library and how it would be beneficial. Most of the time, a thoughtful reflection will take more space and can go onto a blank page to follow).

Approved\_\_\_\_\_

Needs Clarification\_\_\_\_\_

Denied\_\_\_\_\_

Comments:

**NHLA Paralibrarian Certification**

**Form E – Presenting, Teaching, Writing, Other Learning Experiences**

*Please type this form or include an attached typed narrative.*

*A separate form is required for each request and documentation must be provided.*

Name: \_\_\_\_\_John Wilson \_\_\_\_\_  
Event/Activity: \_\_\_\_\_NHLA Paralibrarian Section Treasurer/Board Member  
Date: \_\_\_\_\_2016/2017/2018 \_\_\_\_\_  
Points Requested: \_\_\_\_\_48 \_\_\_\_\_

Category of Library Service: General  
Subcategory (if applicable):

Include narrative, also include published article if applying for credit for a publication:

(NOTE: Taken from an actual application. Please use your own words).

**“My time on the NHLA Paralibrarian Section Board has been invaluable to me. Spending time with people from other libraries and networking, seeing what other libraries are doing successfully, helping to select continuing professional education, mentoring others on their library growth journey has been an education in itself. I feel like I have also built a community of library support for myself, always knowing there are resources I can (and do) reach out to if something comes up I can’t solve myself.”**

Requesting 16 points per year for 2016, 2017 and 2018.

Verification of Committee Officer Position.

\_\_\_\_\_  
Lucy Smith, NHLA Paralibrarian Section President                      Date

SAMPLE APPLICATION – FOR REFERENCE PURPOSES ONLY

**NHLA Paralibrarian Certification**  
**Form E – Presenting, Teaching, Writing, Other Learning Experiences**  
*Please type this form or include an attached typed narrative.*

*A separate form is required for each request and documentation must be provided.*

Name: John Wilson

Event/Activity: NHLA/READS Member

Date: 2016/2017/2018

Points Requested: 12

Category of Library Service: General

Subcategory (if applicable):

Include narrative, also include published article if applying for credit for a publication:

(NOTE: Taken from an actual application. Please use your own words.)

**“As I stated in the narrative for the NHLA Paralibrarian Section Treasurer, the connections and support structure I’ve made has been a tremendous help in my growth as a Paralibrarian. I feel that the more you connect with the people in your professional community, the more you learn about the greater library world, the more you can bring to the table in your own library community.”**

I’m requesting 4 points per year for 2016, 2017 and 2018.

Verification of Membership by the Great Books Library

\_\_\_\_\_  
Paul Verity, Director

\_\_\_\_\_  
Date

**NHLA Paralibrarian Certification**  
**Form E – Presenting, Teaching, Writing, Other Learning Experiences**

*Please type this form or include an attached typed narrative.*

*A separate form is required for each request and documentation must be provided.*

Name: \_\_\_\_\_ John Wilson \_\_\_\_\_

Event/Activity: \_\_\_\_\_ Prof. Reading “The Heart of Librarianship” by Michael Stephens \_\_\_\_\_

Date: \_\_\_\_\_ May 2018 \_\_\_\_\_

Points Requested: \_\_\_\_\_ 15 \_\_\_\_\_

Category of Library Service: General

Subcategory (if applicable):

Include narrative, also include published article if applying for credit for a publication:

(NOTE: Taken from an Actual Application. Please Use Your Own Words. Included is what was presented for the first chapter, as a sample. Each chapter was summarized and reflected upon for the whole book).

**“This little book stirred up so many ideas for me. Although he didn’t give many of these ideas directly in the book, many times as he was making his point, things we could bring to our library would pop into my head, based on what I know of our community.**

**“The Heart of Librarianship”**

**Right from the beginning, the author sets the theme “...someone is gaining knowledge, finding information or crating something new based on our facilitation”. (page XIV). He is clear that our goal should be to facilitate this with Heart (empathy).**

**Chapter 1 The Hyperlinked Librarian**

**Summary: He discusses how libraries must evolve to meet our user preferences by being “creative and curious”. The new MLS grads should have a firm foundation on project management and strategic planning. Fewer students are turning to libraries for personal and academic resources; we**

**need to be addressing their need for guidance on how to have a successful research project, rather than jus on the location of materials. Librarians need show by example the need to learn and grow if we are to foster these traits in our patrons**

**My Major Takeaways/Ideas to bring to my library**

**-Perhaps creating a community database of experts in any given area – people in the community being willing to be interviewed by students when doing research.**

**- Advertise the YA space as a place to meet for group work, how can we make that a more hospitable place?**

**- “Taking Time to Learn New Things”, I can find some time to get more proficient in downloading e-books and audio books, and perhaps finding a better way to manage our volunteers and appropriate duties.**

**- To Read: “It’s Complicated: The Social Lives of networked Teens” by Danah Boyd and Library Journal Edmonton Public Library’s Outreach Program (12/4/14)**

**- Having our staff develop an “Elevator Pitch” for our library, as a way to advocate to the community.”**

Approved\_\_\_\_\_ Needs Clarification\_\_\_\_\_ Denied\_\_\_\_\_

Para Review board member \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Comments:



# Verification of Attendance

NHLA Paralibrarian Certification Form F

Name:

Date:

Conference (if applicable)

Hosting Organization:

Workshop title:

Presenter name:

Library / Organization:

Signature of presenter:

Applicants: Complete form in entirety prior to requesting signature of presenter.

**NHLA Paralibrarian Certification**

**SAMPLE APPLICATION – FOR REFERENCE PURPOSES ONLY**

**Form G: Points Listing  
Professional Activity – Workshops/Classes**

**Category of Library Service: Public Service (P); Reference/Information Service (R); Technical Service (T);  
Technology (TX); Administrative/Management (A); General (G)**

Date	Category	Name of Workshop/Class	Points Req.	Approved
5/22/19	R	Growing Youth Collections	12	
6/10/17	TX	Internet Self-Defense	24	
		<b>Total Workshop/Class points</b>	36	

**Form G: Points Listing**



**SAMPLE APPLICATION – FOR REFERENCE PURPOSES ONLY**

**Professional Activity – Webinars**

Category of Library Service: Public Service (P); Reference/Information Service (R); Technical Service (T);  
Technology (TX); Administrative/Management (A); General (G)

Date	Category	Name of Webinar	Length of Webinar	Points Req.	Approved
4/23/ 19	P	Library Love for LibraryReads	1 Hr	4	
		<b>Total Webinar points</b>	4		

**Point Caps**

- Level I      100 Points**
- Level II     75 Points**
- Level III    125 Points**
- Level IV    175 Points**

**Form G: Points Listing**  
**Professional Activity – Conference Sessions**

Category of Library Service: Public Service (P); Reference/Information Service (R); Technical Service (T);  
 Technology (TX); Administrative/Management (A); General (G)

Date	Category	Name of Conference Session	Length of Session	Points Req.	Approved
5/4/17	R	Are You a Censoring Librarian?	45 Min	3	
5/4/17	T	Digitization	45 Min	3	
		<b>Total Conference Session points</b>	6		

**Form G: Points Listing**

**SAMPLE APPLICATION – FOR REFERENCE PURPOSES ONLY**

**Professional Activity – Library Organization Membership**

Date	Category	Name of Library Organization Membership	Points Req.	Approved
2016 2017 2018	G	NHLA Paralibrarian Section Treasurer	48	
2016 2017 2018	G	NHLA/READS Member	12	
		<b>Total Library Organization Membership points</b>	60	

**Point Caps**

- Level I      100 Points**
- Level II     75 Points**
- Level III    125 Points**
- Level IV    175 Points**

**Form G: Points Listing**

**SAMPLE APPLICATION – FOR REFERENCE PURPOSES ONLY**

**Professional Activity – Presentations /Teaching / Publications / Professional Reading / Other Learning**

Category of Library Service: Public Service (P); Reference/Information Service (R); Technical Service (T); Technology (TX); Administrative/Management (A); General (G)

Date	Category	Name of Other Activity	Points Req.	Approved
May 2018	G	Prof. Reading "The Heart of Librarianship"	15	
		<b>Total Other Activity points</b>	15	

**Point Caps**  
**Level I            100 Points**  
**Level II            75 Points**  
**Level III           125 Points**  
**Level IV            175 Points**

**NHLA Paralibrarian Certification**

**Form G: Points Summary Page**

	Total Points Requested	Total Points Approved
Library Experience (Form B)	30 for Employment 1.5 for Volunteer	
Education (Form C)	50	
Workshops/Classes (Form D)	36	
Webinars (Form D)	4	
Conferences (Form D)	6	
Presentations/Teaching (Form E)		
Professional Reading (Form E)	15	
Library Organization Memberships (Form E)	60	
Other Activities (Form E)		
Total All Points	202.5	

**Points needed:**

<b>Level I</b>	<b>200 Points</b>
<b>Level II</b>	<b>150 Points</b>
<b>Level III</b>	<b>250 Points</b>
<b>Level IV</b>	<b>350 Points</b>

**Details of Certification Levels and Requirements**

Paralibrarian Level 1

- 200 points minimum
- 100 points maximum from any one of the Sources of Expertise, with the exception of workshops and conferences which are unlimited. (Pages 5-7)
- Professional development activities in a minimum of 3 of the 6 Categories of Library Service(Page 4)
- All points earned within ten years preceding the application.

ALL CRITERIA MET

**NHLA Paralibrarian Certification**

**Form H: Level Checklist\_\_\_\_\_**

This form is to help organize your application and is not part of the application packet.

Please keep for your records.

	Completed
<i>Form A</i> Registration/Application	
Registration fee attached	
<i>Form B</i> Experience (one form for each place of employment)	
<i>Form C</i> Education (if applicable)	
Verification attached	
<i>Form D</i> Professional Activities (one form for each request)	
Selected <i>Category of Library Service</i> contains # of points requested	
Verification attached or signature included for each form	
Description from hosting organization included for each form	
Short narrative included for each form	
<i>Form E</i> Competency Statement	
Selected <i>Category of Library Service</i> contains # of points requested	
Verification attached or signature included for each form	
Typed narrative included for each form	
Paralibrarian Point Summary completely filled in	
Prior Paralibrarian notification/certification earned (if applicable)	
Prior Paralibrarian Point Summary (if applicable)	