HOW TO GET HIRED
AS A LIBRARIAN IN
NASSAU PUBLIC LIBRARIES

Prepared by
The Civil Service Committee
of the Member Library Directors and
Nassau County Library Association

General Employment Checklist

☐ Obtain a Master’s Degree from an ALA accredited programs in library
and information studies.

   For a list of accredited programs, go to
   http://www.ala.org/educationcareers/accreditedprograms.

☐ Apply for your NY State Public Librarian Certification.

   Apply or renew your certification from the NY State Division of Library

Revised & Approved – 05/07/2021
Applications for public librarian certification must be submitted online. Checks and official transcripts with degree conferral should be sent to the address below. Checks for $5 should be made out to the New York State Education Department.

Public Librarian Certification
The State Education Department
Division of Library Development
Cultural Education Center, Room 10B41
Albany, NY 12230

Electronic transcripts (sent by your college/university) should be sent to NYSLPUBLIB@nysed.gov.

Check with your library school to determine if they apply for the certificate on your behalf.

You will need your certificate number to apply for a professional position.

Employment at Nassau County Civil Service Libraries

☐ Get on the Nassau County Civil Service List for Librarian.

Forty-seven of Nassau County’s 54 public libraries must hire from these lists. In order to be placed on the list, you must be a legal resident of Nassau County for at least one year, complete the Nassau County Civil Service application, and complete the New York State training and experience librarian exams.

Entry level librarians should apply for the Librarian I exam. Librarians with more experience may qualify for the Librarian II exam.

Librarian I applications are accepted continuously throughout the year. However, applications will be reviewed in groups, and passing candidates will be added to the continuous recruitment eligible list twice a year based on a process to commence subsequent to the filing deadlines of the last business day of July and the last business day of January.

Applications for Librarian II, III, Assistant Director, and Director exams are not accepted continuously and only accepted during specific filing periods.
Apply for civil service exams at the Nassau County Civil Service Commission website at [http://www.nassaucivilservice.com](http://www.nassaucivilservice.com).

Applications must be submitted online. Click on Examination Announcements in the navigation menu (top right), and then the examination title - Librarian I; Librarian I, Bilingual (Spanish-speaking); etc.

Complete the New York State training and experience librarian exam when the filing period opens.

Respond to canvass letters for possible employment when an eligible list has been established for the title.

**Employment at Other Nassau County Libraries and Library System**

The following libraries and library system are NOT governed by the Nassau County Civil Service Commission. Contact them directly to check for the availability of positions.

- Bayville Free Library: 34 School St., Bayville NY 11709  
  (516) 628-2765
- Glen Cove Public Library: 4 Glen Cove Ave., Glen Cove, NY 11542  
  (516) 676-2130
  
  Governed by City of Glen Cove Municipal Civil Service Commission
- Great Neck Library: 159 Bayview Ave., Great Neck, NY 11021  
  (516) 466-8055
- Locust Valley Library: 170 Buckram Rd., Locust Valley, NY 11560  
  (516) 671-1837
- Long Beach Public Library: 111 W. Park Ave., Long Beach, NY 11561  
  (516) 432-7201
  
  Governed by Civil Service Commission of the City of Long Beach
- Oceanside Library: 30 Davison Ave., Oceanside, NY 11572  
  (516) 766-2360
- Bryant Library (Roslyn): 2 Paper Mill Rd., Roslyn, NY 11576  
  (516) 621-2240
- Nassau Library System: 900 Jerusalem Ave., Uniondale, NY 11553  
  (516) 292-8920
For information about Nassau Public Libraries, visit the Nassau Library System at http://www.nassaulibrary.org.

To become a member of the Nassau County Library Association, go to http://ncla.info.