

# HOW TO GET HIRED AS A LIBRARIAN IN NASSAU PUBLIC LIBRARIES

For information about Nassau Public Libraries  
visit the  
Nassau Library System at  
<http://www.nassaulibrary.org>

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To become a member of the  
Nassau County Library Association



Go to  
<http://ncla.info>



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

## How to Get Hired in Nassau Public Libraries

### Employment Checklist

- Obtain a Master's Degree from an ALA accredited graduate library school program.**

For a list of accredited schools go to <http://www.ala.org>.

- Apply for your NY State Public Librarian's Professional Certificate.**

Applications can be obtained from the NY State Division of Library Development at <http://www.nysl.nysed.gov/libdev/cert/index.html>.

Complete and send the application form along with your graduate library degree course transcript and a fee of \$5.00 to:

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

Check with your library school to determine if they apply for the certificate on your behalf. You will need to provide a photocopy of your NY Public Librarian's Professional Certificate to qualify for a professional position.

- 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 training and experience questionnaire and Civil Service applications. Entry-level librarians should apply for the Librarian I exam. Librarians with more experience may qualify for the Librarian II exam. The questionnaire/application are accepted continuously throughout the year.

- Obtain the Questionnaire and Application**

You will need to complete the Librarian I Exam and the Civil Service application CSX-1 and CSX 2.1 which can be obtained at the Civil Service office or from their website <http://nassaucivilservice.com>. Click on *Announcements to Examination Notice* to obtain the questionnaire. Click on *Applications for Examination* to obtain the Civil Service applications. The questionnaire and application must be returned to:

Nassau County Civil Service Commission  
40 Main Street  
Hempstead, NY 11550

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

**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

**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