

POST-MASTER'S CERTIFICATE IN LIBRARY ADMINISTRATION

Web Site: <https://twu.edu/slis/programs-admission-requirements/>

The Post-Master's Certificate in Library Administration program prepares professionals for administrative careers in libraries, information agencies, or nonprofit organizations. Students receive specialized training that equips them with the necessary knowledge and skills to manage libraries and other service-driven organizations. The Post-Master's Certificate in Library Administration program is available entirely online.

Marketable Skills

Marketable skills prepare students for success in a variety of professional settings. Developed through academic coursework, co-curricular engagement, and extracurricular involvement, these skills include communication, critical thinking, teamwork, ethical reasoning, adaptability, and digital literacy. Whether directly related to a student's major or serving as complementary strengths, marketable skills enhance career readiness and reflect TWU's commitment to producing graduates who are prepared to thrive in today's dynamic workforce.

1. Utilize information and communications technology to meet the changing information needs of libraries and other service-driven organizations.
2. Use strategic leadership to effectively lead people and teams in libraries and other service-driven organizations.
3. Perform assessment activities to make decisions based on data.

Admissions

All students must meet the University requirements as outlined in the Admission to the TWU Graduate School (<https://catalog.twu.edu/graduate/graduate-school/admission-graduate-school/>) section of the catalog.

The academic program may have additional admission criteria that must also be completed as outlined on the program's website.

Certificate Requirements

Prerequisites

Students who do not hold a master's degree in library and/or information science must complete nine semester credit hours of foundational library science courses.

All students must have completed three semester credit hours of a relevant library management course prior to beginning the certificate.

Course	Title	Credits
Prerequisite Library Science Courses		
LS 5043	Information and Communication Technology	3
LS 5053	Information Retrieval	3
LS 5083	Foundations of Library and Information Studies	3
Prerequisite Library Management Course		3
Total SCHs		12

Certificate Courses

Course	Title	Credits
Advanced Library Administration Courses		
LS 5163	Library Planning and Assessment	3
LS 5783	Advanced Library Management	3
MGT 5273	Human Resource Administration	3
Required Capstone Course		
LS 5973	Capstone in Library Administration	3
Total SCHs		12

If pursuing the Post-Master's Certificate in Library Administration as part of the MLS degree, see the MLS with Certificate in Library Administration program on the SLIS website (<https://twu.edu/slis/>).

Applicants who do not hold a master's degree in library and/or information science and who wish to work in professional positions in libraries should apply to the MLS with Certificate in Library Administration program. Information is on the SLIS website (<https://twu.edu/slis/>).