

Prepared by the
Nassau County Library Association's
Civil Service Committee

For further information,
contact

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1691 Newbridge Road
North Merrick, N.Y. 11566
(516) 378-7474

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Farmingdale Public Library
116 Merritts Road
Farmingdale, N.Y. 11735
(516) 249-9090



To become a member of the
Nassau County Library Association, contact

Arthur Friedman
Chair, NCLA Membership Committee
c/o Nassau Community college
1 Education Drive, Garden City, NY 11530
(516) 572-7883

Library School Students' Employment Checklist

HOW TO GET A JOB

IN

NASSAU COUNTY PUBLIC LIBRARIES

From the
Nassau County Library Association
<http://ncla.info>



HOW TO GET A JOB IN NASSAU COUNTY PUBLIC LIBRARIES

The Nassau County Library Association's Civil Service Committee has produced this flyer to inform you about how to secure employment in Nassau County's public libraries once you graduate.

Apply for your New York State Public Librarian's Professional Certificate.

Applications can be obtained from the division of Library Development at the New York State Library,
<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, N.Y. 12230

It is recommended that you apply directly to the Division, rather than through your library school program in order to speed up the process. You will need to provide a photocopy of your New York Public Librarian's Professional Certificate to qualify for a professional position.

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

Forty-seven of Nassau County's 54 public libraries must hire entry-level librarians from this list. In order to be placed on this list, you must be a legal resident of Nassau County for at least one year and fill out a training and experience questionnaire. This questionnaire/examination is given three times a year.

The Librarian I Examination Notice and the training and experience questionnaire can be downloaded from the Nassau County Civil Service Commission website, <http://nassaucivilservice.com>. The examination should be returned to:

Nassau County Civil Service Commission
40 Main Street
Hempstead, N.Y. 11550

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

Bayville Free Library, 34 School St., Bayville, NY,
(516)-628-2765
Glen Cove Public Library, 4 Glen Cove Ave., Glen Cove, NY 11542,
(516) 676-2130
Great Neck Library, 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

For further information, contact the Civil Service Committee Co-Chairs, Margaret Cincotta at (516) 379-7474 or Debbie Podolski at (516) 249-9090