

**CHAPTER 135. LIBRARY TRAINEESHIPS**

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**Authority**

The provisions of this Chapter 135 issued under sections 201(15) and 205—208 of The Library Code (24 P.S. §§ 4201(15) and 4205—4208) (Repealed; replaced by 24 Pa.C.S. Chapter 93 (relating to Public Library Code)), unless otherwise noted.

**Source**

The provisions of this Chapter 135 adopted March 5, 1970, unless otherwise noted.

**§ 135.1. Definitions.**

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

*Approved graduate library school*—Any graduate library school inside or outside of this Commonwealth which is accredited by the American Library Association.

*Approved Pennsylvania library*—Any library in this Commonwealth which complies with the following conditions:

(i) When the salary of a library trainee is paid with Federal funds the approved library is required to provide public library services under section 303 of The Library Code (24 P.S. § 4303) and meet the conditions for use of such Federal funds.

(ii) The State Librarian may limit the number of library trainees employed by a single library and he shall approve the position accepted by the library trainee as long as the trainee is under contract with the Commonwealth.

*Full-time employment*—The work week regarded as full-time by the State Library or by the approved Commonwealth library in which the trainee is serving under agreement with the Commonwealth, not to be less than 35 hours.

*Library trainee*—A person selected and employed by the State Library in the personnel classification of library trainee and who receives on-the-job training for no more than one calendar year in an institution of higher education as a candidate for a graduate degree in library service.

*(Editor's Note: The Library Code (24 P.S. §§ 4101—4503) was repealed by the act of November 1, 2012 (P.L. 1683, No. 210) and replaced by 24 Pa.C.S. Chapter 93 (relating to Public Library Code).)*

#### **Cross References**

This section cited in 22 Pa. Code § 135.6 (relating to contract for employment by State Library).

### **§ 135.2. Applications.**

Applications for examination for library trainee will be furnished by the Civil Service Commission of the Commonwealth.

### **§ 135.3. Eligibility.**

Eligibility to take the examinations for library trainee shall be determined by the Civil Service Commission of the Commonwealth and shall include the conditions for employment set by the Commission for the State Library.

### **§ 135.4. Examination.**

Written and oral examinations for library trainees shall be conducted by the Civil Service Commission of the Commonwealth and shall be designed to show aptitude for learning the principles and practices of library science rather than to demonstrate previous knowledge of the field.

### **§ 135.5. Selection.**

Candidates for library trainee shall be selected by the State Librarian from an employment list established by the Civil Service Commission of the Commonwealth which ranks successful candidates in order of final earned ratings.

### **§ 135.6. Contract for employment by State Library.**

A candidate selected for and accepting employment as a library trainee shall execute a contract with the Commonwealth whereby he promises to comply with the following:

- (1) Attend an approved graduate library school as a full-time candidate for a master's degree in library service.
- (2) Perform full-time employment for the Commonwealth, as defined in § 135.1 (relating to definitions).
- (3) Accept the penalties specified in § 135.9 (relating to penalties) for failure to comply with the terms of the contract.

### **§ 135.7. Phase I, on-the-job training.**

(a) During the first year as a library trainee, the trainee shall attend as a full-time student an approved graduate library school to be selected by the library trainee. For those library trainees paid from funds received, under the Library Services and Construction Act (20 U.S.C.A. § 351 et seq.), the course of study

shall be directed toward public librarianship. The course of study, in any case, shall lead to a master's degree in library service within one calendar year or within the normal duration of time required by the school to attain a master's degree except that any library trainee who must discontinue his academic courses due to sickness, pregnancy, accident, military duty, or any reason beyond his control, may upon approval of the State Librarian be continued as a library trainee on an inactive basis, and at a later time resume full-time academic work. In such a case, the library trainee shall be dropped from the State Library payroll until he resumes active status. The State Librarian will decide the length of time such person is to be continued on such an inactive basis and such time shall not be counted for purposes of computing the duration of services required to be performed by the library trainee.

(b) To remain on the State Library payroll as a library trainee, the trainee shall maintain academic standing satisfactory to the proper authorities of the graduate library school and leading to graduation within the normal duration of time required by the school to obtain a master's degree. If such satisfactory standing is not maintained, the library trainee shall be subject to the penalties described in § 135.9 (relating to penalties). If the trainee selects a school requiring more than one calendar year to attain a master's degree, he shall be reimbursed by the State only for his first calendar year as a master's degree student.

(c) No library trainee shall retain trainee status if he voluntarily drops from the State Library payroll. In such a case he shall be subject to the penalties described in § 135.9.

**§ 135.8. Phase II, service in the interest of the Commonwealth.**

(a) Within six months of receiving a master's degree in library service and of being dropped from the State Library payroll as a library trainee, the library trainee shall commence to fulfill his contractual obligation to the Commonwealth by performing full-time library duties in an approved Commonwealth library for a period twice the length of time the library trainee is on the State Library payroll as a library trainee, but not to exceed two years, except as follows:

(1) Any library trainee who has graduated from a graduate library school and has accepted employment in an approved Commonwealth library but who cannot continue such employment because of sickness, pregnancy, accident, military duty, or because of any reason beyond his control, may upon approval of the State Librarian postpone fulfilling such contractual obligation and shall be continued on an inactive basis. At a later time such library trainee may resume employment and satisfy any remaining obligation, provided such obligation is fully satisfied within no more than two years from being reinstated on an active basis.

(2) In such cases the State Librarian shall decide the length of time such person is to be continued on an inactive basis, and such time shall not be

counted for purposes of computing the duration of services required to be performed by the library trainee.

(b) If the library trainee fails to meet the obligation specified in subsection (a) and to fulfill the terms of his contract with the Commonwealth he shall be subject to the penalties described in § 135.9 (relating to penalties).

**§ 135.9. Penalties.**

(a) Any library trainee found to be in breach of the contract he has executed with the Commonwealth for any of the reasons set forth in this chapter or for any other reason shall be subject to the penalty outlined under the terms of the contract he has executed with the Commonwealth.

(b) The library trainee shall commence refunding the Commonwealth funds within six months after being notified by the State Librarian that the obligation of refunding has accrued.

(c) For the purpose of insuring that the investment of the Commonwealth in the training of the library trainee is not wasted or lost, and that the purposes of the traineeship program are not frustrated, the library trainee shall refund all of the training costs paid to the graduate library school in his name. Repayment shall be exonerated on a prorated basis for each month of service completed.

**Cross References**

This section cited in 22 Pa. Code § 135.6 (relating to contract for employment by State Library); 22 Pa. Code § 135.7 (relating to Phase I, on-the-job training) and 22 Pa. Code § 135.8 (relating to Phase II, service in the interest of the Commonwealth).

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