Official Record of Earned Continuing Education Activities
Public Librarian/Library Associate

The Maryland State Library Agency monitors the certification of Maryland public librarians and public library associates.
Each public librarian and library associate are required to earn **90 contact hours** to renew their certification every five (5) years. To renew their certification, each public librarian/public library associate must submit a record of their earned contact hours.

This form serves as a record for a training activity when no formal documentation is available, such as a Certificate of Completion. The Staff Development Coordinator is required to sign to verify the validity of the learning activity.

Information Requested	**User Input Details**
Name of Participant:	
Name of Activity:	Cataloging Specialty Items
Description of Activity:	This session will provide advice, tips, and tricks for cataloging both non-book Library-of-Things items and specialized books, such as local history and local author materials. While the focus will be on original cataloging, strategies for finding records to copy from will also be covered. A significant portion of time will be left for answering your questions--feel free to bring any physical items you'd like cataloging advice on, as well as any more general questions you may have.
Learning Objectives:	Participants will leave the session knowing more strategies for finding records for copy cataloging, the components of a good original cataloging record, and useful free resources for original cataloging.
Date(s) of Activity:	October 12, 2026
Sponsoring Agency:	Washington County Free Library
Number of Contact Hours:	1.0

Signature of Staff Development Coordinator
I HEREBY CERTIFY that the information provided is true and correct to the best of my knowledge.

Name:	**Date:**