

MSL Learn Online Course Tracker



- Use this list to track your progress.
 - Initial Certificate: enroll and complete all courses, badge/certificate automatically issued on completion
 - Renewal Certificate: Contact the MSL CE Coordinator for instructions.
- Visit MSL Learn to enroll in courses.
- Check the “Course Completed” column as you finish each course.

Category Name	Course Name	Course Credits	Course Completed	Required for Initial Certificate
Basic Laws	Legal and Operational Issues Facing Montana's Libraries	1.0 hrs		Yes
Basic Laws	Legal Topics: Children/Minors in the Library	1.0 hrs		
Basic Laws	Legal Topics: Conducting an Executive Session in a Public Meeting	1.0 hrs		
Basic Laws	Legal Topics: Drafting, Enforcing, and Managing Operational Policies	1.0 hrs		
Basic Laws	Legal Topics: Meeting Rooms and the Library as a Public Forum	1.0 hrs		
Basic Laws	Legal Topics: Patron Behavior and Safety Policies	1.0 hrs		
Basic Laws	Legal Topics: Personnel Questions and Laws	1.0 hrs		Yes
Basic Laws	Legal Topics: Surveillance and Video Recordings in Public Spaces	1.0 hrs		
Basic Laws	Montana Library Law	1.0 hrs		Yes
Basic Laws	Next Level Montana Library Law	1.0 hrs		Yes
Board, Government, and Community Relations	Board Member Basics	2.0 hrs		Yes
Board, Government, and Community Relations	Connecting with Local Government Officials	1.0 hrs		Yes
Board, Government, and Community Relations	Local Government and Libraries	1.0 hrs		
Board, Government, and Community Relations	MSL: A Greater State of Knowledge (2025)	1.0 hrs		Yes
Board, Government, and Community Relations	Navigating the Elective Roadmap to Library Excellence: Increasing Community Awareness	1.0 hrs		Yes
Board, Government, and Community Relations	Public Library Standards	1.0 hrs		Yes

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Data and Reporting	Creative Survey Design: Crafting Survey Instruments to Meet Your Library's Research and Evaluation Needs	1.5 hrs		
Data and Reporting	Elements of Data Visualization and Design	1.5 hrs		
Data and Reporting	How to Swim in a Sea of Data: Data Literacy for Libraries and Nonprofit Organizations	1.0 hrs		
Data and Reporting	Inspire, Advocate, Communicate: Library Data Storytelling	1.0 hrs		
Data and Reporting	No Data Degree Required: Your Census Data Starter Kit	1.0 hrs		
Data and Reporting	Patron Privacy and Practical Steps for Data Management in Montana Public Libraries	1.0 hrs		Yes
Data and Reporting	Return on Investment: Beyond What Your Library is Worth	1.0 hrs		
Data and Reporting	What Counts? Finding Meaningful Metrics	1.5 hrs		
Facility Management	Access and Usability: Universal Design and ADA	1.0 hrs		
Facility Management	ADA and Libraries Webinar	1.5 hrs		
Facility Management	Facilities Management for Libraries	1.0 hrs		Yes
Facility Management	Navigating New Building Projects	1.0 hrs		
Facility Management	Safety Inspections Webinar	1.0 hrs		Yes
Financial Management	Library Mill Levies Webinar (2025)	1.0 hrs		
Financial Management	Montana Library Budgets and Finance	1.0 hrs		Yes
Library Services	3 Keys to Collection Development Webinar	1.0 hrs		
Library Services	ABLE 5: Introduction to Technical Services and Catalog Records	1.5 hrs		
Library Services	ABLE 6: Introduction to Subject Headings	1.0 hrs		
Library Services	ABLE 7: Introduction to Dewey Classification	1.0 hrs		
Library Services	ABLE 8: Introduction to MARC Cataloging	1.0 hrs		
Library Services	Access and Usability: Meeting People Where They Are	1.0 hrs		
Library Services	Access and Usability: Montana Talking Books	1.0 hrs		
Library Services	Access and Usability: Service Animals	1.0 hrs		

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Category Name	Course Name	Course Credits	Course Completed	Required for Initial Certificate
Library Services	Access and Usability: Traditional Barriers to Access	1.0 hrs		
Library Services	Access and Usability: Where Do We Go from Here?	1.0 hrs		
Library Services	ADA Compliance Wins for Digital Library Spaces	1.0 hrs		
Library Services	AI and Public Libraries: Panel and Discussion	1.0 hrs		
Library Services	Children's Collections and Boosting Engagement Webinar	1.0 hrs		
Library Services	Curating and Maintaining Vibrant Collections for Users with Print Disabilities	1.0 hrs		
Library Services	De-escalation Strategies for Libraries, Archives, and Museum Staff	1.0 hrs		
Library Services	Genealogy Essentials: Helping Patrons Search for Family Roots	1.0 hrs		
Library Services	Generative AI and Collection Development Policies: A Proactive Approach	1.0 hrs		
Library Services	Libraries and AI: Building a Framework for Evaluation and Integration	1.5 hrs		
Library Services	LiFT: Introduction to Library Collections	1.0 hrs		Yes
Library Services	LiFT: Introduction to the Library Catalog	1.0 hrs		Yes
Library Services	LiFT: Organizing and Maintaining a Collection	1.0 hrs		Yes
Library Services	LiFT: Public Library Fundamentals	1.0 hrs		Yes
Library Services	Lower the Stress and Increase the Effectiveness of Your Social Media	1.0 hrs		
Library Services	Montana History Portal	1.5 hrs		
Library Services	MSC Quarterly Webinar: Item Life Cycle	1.0 hrs		
Library Services	MSC Quarterly Webinar: SmartPort and Transferring	1.0 hrs		
Library Services	Navigating the Elective Roadmap to Library Excellence: Programming in Libraries	1.0 hrs		
Library Services	Opportunity Out of Adversity: Digital Access in Rural and Small Libraries	1.0 hrs		
Library Services	Shelving with Dewey	1.0 hrs		

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Library Services	Storytime: More Than Just a Story	1.0 hrs		
Library Services	Youth Services Overview	1.0 hrs		
Library Services	Youth Services: Early Childhood	1.0 hrs		
Library Services	Youth Services: School-Age	1.0 hrs		
Library Services	Youth Services: Tween and Teen	1.0 hrs		
Personnel Management	Feedback: The Art and Heart of Performance Management	1.0 hrs		
Personnel Management	Hiring: The Most Important Step	1.0 hrs		
Personnel Management	Navigating Performance Conversations with Grace	1.0 hrs		
Personnel Management	Onboarding: Helping New Employees Succeed	1.0 hrs		
Personnel Management	Performance Management with Cindy Carpenter	2.0 hrs		
Personnel Management	Saying Goodbye: When an Employee Leaves	1.0 hrs		
Planning	Written Plans	1.0 hrs		Yes
Policy	Lawful and Fair: Policy Development for Public Libraries	2.0 hrs		Yes

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