

ACCREDITATION APPLICATION VERIFICATION

The following is a list of supporting documentation that libraries will need to submit during their next accreditation application. Standards requiring supporting documentation will be listed below. If a standard is not listed, supporting documentation is not required at this time.

GENERAL REQUIREMENTS

There will be a signature page in PDF format requiring the director's and the board president's signatures. When the application form is completed, the library should download the file, sign it, and return it by scanned email attachment.

STANDARDS

The State Library will ask for three different forms of verification. One of the three will be listed below each standard that requires verification.

- Submit documentation – We will provide a list of needed documentation with the application form. Electronic format is preferred.
- Provide annual survey information – The online application form will automatically prefill this data.
- Provide information on the application form – There will be space on the application form for the library to provide the requested data.

NEW AND CHANGED STANDARDS

There have been many changes to the standards since the previous edition of "In Service to Iowa." Standards that have been added or changed since the last edition are marked in red.

- **NEW** – The standard is new
- **CHANGED TIER** – The Tier level has changed. The text of the standard may or may not have changed
- **ENHANCED STANDARD** – The text of the standard has changed by the Tier level has remained the same

To save space only shortened versions of the standards are given below. For the full information on each standard refer to "In Service to Iowa, 6th edition."

SECTION 1: LIBRARY GOVERNANCE

1. (Tier 1) Library is governed by a library board of trustees.
 - Submit current library ordinance.
2. (Tier 1) **(ENHANCED STANDARD)** Duties of the library board.
 - Submit current library ordinance.
3. (Tier 1) Board adopts an annual budget.
 - Provide board approval date of most recent budget – application form.
5. (Tier 1) Bylaws.
 - Submit copy of trustee by-laws no more than three years old.
6. (Tier 1) Board meeting frequency.
 - Provide a list of board meeting dates for the past three years – application form.
7. (Tier 1) **(ENHANCED STANDARD)** Four required written policies.
 - Submit copies of four required (Circulation, Collection Development, Internet Use, Personnel) policies no more than three years old.
8. (Tier 1) **(CHANGED TIER)** Ongoing board development opportunities.
 - Summarize board training for each of previous three years – application form.
9. (Non-Tier) Board adopts at least two optional policies.
 - Check at least two additional policies from the list given – application form.
10. (Non-Tier) Library is funded by its county.
 - Provide per capita or cents per thousand funding amounts on application form. Amounts found on the State Library's website: <http://www.statelibraryofiowa.org/go/rurallibfun>
11. (Non-Tier) **(NEW)** Trustees attend county-wide meetings.
 - Provide dates of trustee county-wide meetings from past three years – application form.

SECTION 2: LIBRARY MANAGEMENT

14. (Tier 1) Orientation program for new board members.
 - Indicate participation in one or more of the listed opportunities to meet standard – application form.
16. (Tier 2) Library keeps borrower registrations up to date.
 - Indicate method of deleting inactive cards and date of last purge – application form.

17. (Tier 2) **(CHANGED TIER)** Library has a written plan.
- Submit a copy of plan no more than 5 years old. To meet the standard the plan must include:
 - A mission statement.
 - Goals and objectives with dates.
 - Proof of community input.
19. (Non-Tier) Director attends county-wide meetings.
- Provide dates of meetings from past three years – application form.

SECTION 3: LIBRARY PERSONNEL

22. (Tier 1) **(CHANGED TIER)** Director's performance evaluation.
- Provide dates of performance evaluation for the past three years – application form.
24. (Tier 2) Library employs paid staff.
- Provide annual survey data.
25. (Tier 3) Orientation program for new employees.
- Submit a checklist or other documentation of the orientation program.
26. (Non-Tier) Staff performance evaluation.
- Submit a copy of your blank evaluation form.
27. (Non-Tier) Library provides funding for professional memberships, conferences, or CE opportunities.
- Provide amount spent on these expenses – application form.
28. (Non-Tier) **(NEW)** Continuing education opportunities for director and other staff.
- Check one or more opportunities from list to meet the standard – application form.

SECTION 4: LIBRARY COLLECTIONS

29. (Tier 1) Library determines annual circulation.
- Provide annual survey data from most current three years.
30. (Tier 1) **(CHANGED TIER)** Library provides access to news sources.
- Provide one example of a provided news source – application form.
31. (Tier 3) Withdrawal of library materials.
- Provide annual survey data from most current three years. Three-year average must be 3% or higher.
32. (Tier 3) Addition of library materials.
- Provide annual survey data from most current three years. Three-year average must be 3% or higher.
33. (Non-Tier) Materials for special needs groups.
- Check one or more items from list to meet the standard – application form.
34. (Non-Tier) **(NEW)** Library provides non-traditional physical collections.

- Check one or more collections from list to meet the standard – application form.

SECTION 5: LIBRARY ACCESS – VIRTUAL SPACES

35. (Tier 1) **(ENHANCED STANDARD)** Library offers public access Internet enabled devices.
- Provide annual survey data.
36. (Tier 1) **(ENHANCED STANDARD)** Library counts number of Internet uses.
- Provide annual survey data from most current three years.
37. (Tier 1) **(NEW)** Library provides a printer for public use.
- Provide make and model of printer – application form.
39. (Tier 3) **(ENHANCED STANDARD)** Library provides a current website.
- Provide URL of website – application form.
 - To meet this standard the website must include:
 - Access to the library’s online catalog.
 - Information about the library.
 - Links to local, state, or national sources.
43. (Non-Tier) **(NEW)** Library has access to broadband Internet.
- Provide upload and download speed – application form.
44. (Non-Tier) **(NEW)** Provides access to online databases.
- Provide a list of resources – application form.
45. (Non-Tier) **(NEW)** Provides access to downloadable resources.
- Provide a list of resources – application form.
46. (Non-Tier) **(NEW)** Provides access to digitized local collections.
- Provide a list of resources – application form.

SECTION 6: LIBRARY ACCESS PHYSICAL SPACES

51. (Tier 1) **(ENHANCED STANDARD)** Library has a current and maintained public access catalog.
- Provide one of the following:
 - Web address if catalog is web accessible – application form.
 - Vendor or product name if online but not web accessible – application form.
 - Picture if catalog is offline such as a card catalog.
64. (Non-Tier) **(NEW)** Library has a makerspace.
- Describe makerspace services provided – application form.

65. (Non-Tier) **(NEW)** Library provides self-service or other kinds of automated equipment.

- Describe the self-service or automated equipment provided – application form.

SECTION 7: LIBRARY PROGRAMMING AND COMMUNITY RELATIONS

69. (Tier 2) Library promotes its collections and services by using a variety of approaches to publicity.

- Check four or more items from list to meet the standard – application form.

70. (Tier 2) **(CHANGED TIER)** Library develops community relations.

- Check two or more items from list to meet the standard – application form.

71. (Non-Tier) Library offers outreach services.

- Describe outreach services offered – application form.

75. (Non-Tier) Collaboration with other community organizations to provide services.

- Describe at least one collaboration with a community organization – application form.

77. (Non-Tier) Library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities.

- Check four or more items from list to meet the standard – application form.

SECTION 8: LIBRARY FACILITY

78. (Tier 1) Library has a book return.

- Submit a picture of the book return. If the State Library already has a photo of your book return on file, you only need to send updated photos if there are changes.

79. (Tier 1) Library determines number of annual visits.

- Provide annual survey data from most current three years.

80. (Tier 1) **(CHANGED TIER)** Library board reviews ADA Accessibility Checklist for Readily-Achievable Barrier Removal.

- Submit completed copy of the Checklist no more than three years old. Library needs to review at least one of the priorities listed.
- NOTE: All libraries applying for at least Tier 1 must submit this checklist to meet Standard #80. Photos showing ADA compliance will no longer be used.