

# Request for Supporting Documentation (FY13)

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**Due 2/29/2012**

**Library Name** \_\_\_\_\_

Libraries filing an application for accreditation and Direct State Aid Tier Level must submit the following documentation for review. Please use this form as a checklist to keep track of the documentation that you may need to send in. If you have already sent this documentation to Iowa Library Services, check the appropriate box below. Supporting documentation may be sent in as a printed document, or as an electronic file. Please forward electronic files to Toni Blair at [toni.blair@lib.state.ia.us](mailto:toni.blair@lib.state.ia.us). Keep in mind that you only need to send in the documentation if you meet the appropriate standard.

1. Standard 4 – One copy of the library board’s bylaws. Bylaws creation or review date should be no older than February 2009. Do not send a copy of the Library Ordinance.

Check here (and do not send) if this item has been sent to Iowa Library Services

2. Standard 6 – One copy of the each of the policies listed below. Policy creation or review date should be no older than February 2009.

Check here (and do not send) if these items have been sent to the Iowa Library Services

- Circulation Policy
- Collection Development Policy
- Personnel Policy
- Internet Use Policy

3. Standard 16 – One copy of the library’s plan with a creation date no older than February 2007.

Check here (and do not send) if this item has been send to Iowa Library Services

4. Standard 68 – A photograph of the library book return

Check here (and do not file) if this item is on file at Iowa Library Services

5. Standard 71 – Photographs of all the following: Check below (and do not send) if these photos have been sent to Iowa Library Services.

- Ramped curb from street to sidewalk
- Barrier free entrance to the library
- Accessible rest room with grab bars
  - Photo showing at least one accessible sink with appropriately wrapped pipes
- Entrance(s) to public access room(s)