

Introduction

Application/Report Form for Accreditation and Standards, FY07

In Service to Iowa: Public Library Measures of Quality, 4th ed.

Accreditation Applications and Reports

The Application/Report Form for Accreditation and Standards, FY07 should be used to apply for accreditation for FY07. One copy of the form and any other required documentation should be mailed to the State Library and to the Library Service Area. Accredited libraries are not required to file the Application/Report Form for Accreditation and Standards, FY07. A list of accredited libraries is available on the State Library web site.

Accreditation certificates will be issued by the State Library no later than July 30, 2007. The period of accreditation will be from July 2007 through June 2010. Certificates are valid for three years from the date of issue.

The Application/Report Form for Accreditation and Standards, FY07 is also used to report on a library's progress toward meeting each of the 75 standards. The report is required to be filed every 3 years to meet Enrich Iowa requirements. A list of libraries that are required to file the Application/Report Form for Accreditation and Standards, FY07 is on the State Library website..

All Tier 1 and Tier 2 public libraries must have a current set of by-laws (Measure #7) and policies (Measure #8) on file at the State Library. A copy of the Library Ordinance will not meet Measure #7.

In Service to Iowa:

Library accreditation is based on In Service to Iowa and the instructions included in the reporting form. Copies of In Service to Iowa may be requested from the State Library or printed from the State Library website.

Accreditation Requirements:

To achieve accreditation, a library must:

1. Meet all **40** required measures, cited as R, at a C level or better where applicable. (See Introduction for an explanation of the A, B, and C levels.)
2. Meet **16** of the remaining **35** measures.
3. Submit the "Application/Report Form for Accreditation and Standards" to the State Library and the Library Service Area by January 31, 2007

Time Table:

<u>Date</u>	<u>Action</u>
1/31/07	Application/Report Form due (request extension, if needed)
1/31/07-6/30/07	Applications are reviewed by the State Library, notice of areas for improvement is mailed

7/30/07

Certificates mailed

Audits:

All libraries applying for accreditation must provide the documentation requested on the "Request for Supporting Documentation" form. The State Library will determine items to be audited and the method of audit.

Procedures:

The full text of In Service to Iowa should be read in determining if the library has met an individual standard. The letter "R" indicates a required measure. The library should be careful to provide the full information required for each measure. Any measure which the library meets should be designated with an "x" on the line to the left of the measure number. Measures which require a value are clearly designated.

Enrich Iowa:

The Enrich Iowa tier for each required measure is identified by the number following the R. A Tier 1 measure will appear as R,1. A Tier 2 measure will appear as R,2. A Tier 3 measure will appear as R,3.

Tier 1 measures are 2,3,5,6,7,8,9,15,21,40,44,51,59,61,63, and 72. Tier 2 measures are all Tier 1 measures plus 13,14,25,28,34,35,37,39,54,56,60, and 71. Tier 3 measures are all Tier 1 and Tier 2 measures plus 11,12,16,20,30,31,32,36,38,42,43, and 65. For more information about Enrich Iowa, see the Frequently Asked Questions publication available from the State Library or on the State Library website.

10/26/06