

**In Service to Iowa: Public Library Measures of Quality, 4th Edition**  
**Application/Report Form for Accreditation and Standards, FY08**

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

\*=Enrich Iowa tier requirement and tier level (for example, R,1 is a required standard, Tier 1)  
Mark each met standard with an "x."

**Chapter 1: Governance, Administration, and Funding**

**Part I: Governance**

1. \_\_\_\_ Residents of the community have **free access** to tax-supported public library services.  
FREE ACCESS: In a library which allows free access, no fees are assessed for services (interlibrary loan, reserves, online searches, etc.) or for any equipment or materials that are part of the circulating collection (videos, art prints, AV equipment, etc.). A library that charges for meeting room use, book rentals, video/DVD rentals or AV equipment does not meet this measure.  
  
A library with free access may charge for any products meant for customer consumption (i.e., items that customers pay for and keep) such as photocopies, printouts, and computer supplies. Fines, penalties and interlibrary loan postage reimbursement charges (as outlined in Access Plus) are not considered fees.
2. \_\_\_\_ \*(R,1) The library is established and maintained according to the provisions of local ordinance and state law.
3. \_\_\_\_ \*(R,1) A legally appointed and constituted library board governs the operation of the library. The library board has complete authority, within legal limits, over the library's budget and over all gifts, bequests, and donations.
4. \_\_\_\_ The library recognizes the importance of continuing education for its trustees by providing financial support for their library association dues and attendance at workshops.
5. \_\_\_\_ \*(R,1) The library board or ordained authority hires the library director and delegates active management of the library, including personnel administration, to the library director.
6. \_\_\_\_ \*(R,1) The library follows statutory requirements as to fiscal year, audits, and budgeting, and makes annual and other reports to its funding authority(ies), the Library Service Areas, and to the State Library of Iowa.
7. \_\_\_\_ \*(R,1) The library board has written bylaws which outline its purpose and operational procedures. These bylaws are reviewed at least every three years.
8. \_\_\_\_ \*(R,1) The library board adopts written policies for operations, collection development, personnel and Internet use, and reviews them at least every three years. All policies are available to all staff members and for public inspection. (See Appendix A.)
9. \_\_\_\_ \*(R,1) The library board meets regularly (no fewer than 10 meetings per year), with the library director in attendance, at a time and place convenient for the board and the community and in accordance with the state's open meetings law.
10. \_\_\_\_ The library director provides the board with information about Iowa library laws and other state and federal laws that affect library operations, such as open meetings, minimum wage, unemployment compensation, criminal theft of library materials, and confidentiality of library records.

11. \_\_\_\_ \*(R,3) The library conducts a community analysis at least every five years as part of its planning efforts. (See Appendix B.)

## Part II: Administration

12. \_\_\_\_ \*(R,3) The library has a written **plan** (See Appendix E)

PLAN: A document that projects up to 5 years into the future and outlines the library's goals and objectives for maintaining and developing collections and services to meet the community's needs. Development of such a plan usually involves the staff, the trustees, and the general public. The plan outlines goals regarding such areas as administrative and fiscal matters, personnel, collection development, programs and services, public relations, and facilities. The plan responds to identified community needs. See the current Iowa Library Director's Handbook for information on Planning for Results.

- The plan contains a **mission statement**, which describes the library's purposes in the community (See current Iowa Library Director's Handbook for suggestions).
- The plan addresses community needs and shows goals to be achieved over a period not to exceed five years and specific, annual actions to achieve the goals.
- The plan is reviewed and updated annually by the library board; an evaluation of the library's progress toward the plan's goals, objectives, and timetable is included in the review.

13. \_\_\_\_ \*(R,2) Library Visits Per Capita. The library determines the number of people who come into the library during a specified time each year and then compares it with the **jurisdiction population**. (See Appendix E.)

JURISDICTION POPULATION: The number of people residing within the geographical area for which a public library has been established. For the purposes of this document, do not consider the library's larger service area, which could include rural areas, other cities, and other counties.

Report Library Visits per Capita \_\_\_\_\_

14. \_\_\_\_ \*(R,2) The library keeps its borrowers' registrations up-to-date. Registration records must be updated at least every three years.
15. \_\_\_\_ \*(R,1) The library director provides written financial and statistical reports for review at library board meetings and regularly communicates on matters that affect policy.
16. \_\_\_\_ \*(R,3) The library director conducts an orientation program for each new board member and provides them training that includes the Iowa Library Trustee's Guide. (See current Iowa Library Trustee's Handbook.)
17. \_\_\_\_ The library director informs the board of pending legislation on the local, state, and national levels that affects libraries, so that board members and staff can actively participate in the legislative process to effect change that will benefit libraries. (for example: ILA Legislative Day, contacting legislators on library issues, etc.)

## Part III: Funding

18. \_\_\_\_ The library is funded by its city on a permanent and equitable basis. Level C is required to meet this measure.

<b>Population</b>	<b>Level A/ Tax income from city not less than:</b>	<b>Level B/ Tax income from city not less than:</b>	<b>Level C/ Tax income from city not less than:</b>
Under 500	\$23.25 per capita	\$16.17 per capita	\$8.05 per capita
500-999	\$23.25 per capita	\$16.17 per capita	\$8.05 per capita
1,000-2,499	\$23.72 per capita	\$23.25 per capita	\$11.60 per capita
2,500-4,999	\$28.77 per capita	\$23.72 per capita	\$18.04 per capita
5,000-9,999	\$30.00 per capita	\$28.00 per capita	\$22.00 per capita
10,000-24,999	\$30.00 per capita	\$28.00 per capita	\$22.00 per capita
25,000-49,999	\$30.00 per capita	\$28.00 per capita	\$22.00 per capita
50,000 and above	\$28.00 per capita	\$26.00 per capita	\$22.00 per capita

PERCENTILE RANK: A percentile rank is the proportion of scores in a distribution that a specific score is greater than or equal to. For instance, if you received a score of 80 on a math test and this score was greater than or equal to the scores of 75% of the students taking the test, then your percentile rank would be 75. You would be in the 75th percentile.

19. \_\_\_\_ The library receives permanent and equitable funding for services to rural residents from the county (if not the establishing jurisdiction). This measure does not apply to city libraries in counties where there is a county library.

County rural per capita support, Level C in either chart A or chart B is required to meet this measure

<b>Chart A. County rural per capita support</b>	<b>Level A/ Not less than</b>	<b>Level B/Not less than</b>	<b>Level C/Not less than</b>
(Based on 2003 data from 99 counties)	\$17.04 per capita <b>(75<sup>th</sup> percentile)</b>	\$9.41 per capita <b>(50<sup>th</sup> percentile)</b>	\$6.46 per capita <b>(25<sup>th</sup> percentile)</b>

<b>Chart B. County support per assessed valuation</b>	<b>Level A/ Not less than</b>	<b>Level B/Not less than</b>	<b>Level C/Not less than</b>
(Based on 2003 data from 99 counties)	20 cents per thousand <b>(75<sup>th</sup> percentile)</b>	12 cents per thousand <b>(50<sup>th</sup> percentile)</b>	8 cents per thousand <b>(25<sup>th</sup> percentile)</b>

20. \_\_\_\_ \*(R,3) The library board reviews and adopts an annual budget which has been developed by the library director with input from the library staff. The budget reflects board-approved priorities for the library. (See the current Iowa Library Trustee Handbook)

### Chapter 2: Staffing

21. \_\_\_\_ \*(R,1) The library has a permanent, paid director who is, or will be within two years of hire, certified at a required level. (See Appendix D.) A library with a director who was certified at ANY level prior to 1992 fulfills this measure for as long as 1) the library employs that director and 2) the library director fulfills continuing education requirements to continue participating in the certification program.

**Start date of current director** \_\_\_\_\_

**Name of Current Director** \_\_\_\_\_

22. \_\_\_\_ The library has a written personnel classification plan with salary information for each position and written job descriptions listing the duties of each position, including any educational and experience requirements.
23. \_\_\_\_ Each employee’s performance, including the library director, is evaluated at least annually.
24. \_\_\_\_ Library employees have salaries, hours, and benefits comparable with other community positions requiring similar educational preparation and job assignments (examples might be teachers, other city department heads, customer service representatives). Report comparable positions, salaries, and benefits (yes or no) for the library director and at least one other employee (if applicable). See Iowa Municipal Salaries and Fringe Benefits from the Iowa League of Cities for additional information.

Library position	Salary	Benefits (yes or no)	Comparable position	Salary	Benefits (yes or no)

25. \_\_\_\_ \*(R,2) The library employs paid staff for a minimum of 20 hours per week. Level C is required to meet this measure.

Population	Level A/ Not less than	Level B/Not less than	Level C/Not less than
Under 500	28 hours (.7 FTE)	20 hours (.5 FTE)	20 hours (.5 FTE)
500-999	28 hours (.7 FTE)	20 hours (.5 FTE)	20 hours (.5 FTE)
1,000-2,499	61 hours (1.52 FTE)	28 hours (.7 FTE)	20 hours (.5 FTE)
2,500-4,999	110 hours (2.75 FTE)	61 hours (1.52 FTE)	40 hours (1 FTE)
5,000-9,999	229 hours (5.72 FTE)	110 hours (2.75 FTE)	100 hours (2.5 FTE)
10,000-24,999	375 hours (9.37 FTE)	229 hours (5.72 FTE)	190 hours (4.75 FTE)
25,000-49,999	665 hours (16.62 FTE)	375 hours ((9.37 FTE)	270 hours (6.75 FTE)
50,000 and above	1545 hours (38.62 FTE)	665 hours (16.62 FTE)	584 hours (14.6 FTE)

FULL-TIME EQUIVALENT (FTE) EMPLOYEES. Report figures as of the last day of the fiscal year. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment for this survey. To compute full-time equivalents (FTE) of employees, take the number of hours worked per week by all employees and divide it by 40.

Note: The Task Force used information from the 2003 Public Library Statistics concerning the 25<sup>th</sup> and 50<sup>th</sup> percentiles of libraries in each size code. Where applicable, the 25<sup>th</sup> and 50<sup>th</sup> percentile of the next lowest Size Code was used to determine the C and B level of a quantitative standard, providing for a more realistic level for libraries that are just above the Size Code starting population. In general, the A level of each Size Code is the 50<sup>th</sup> percentile of that Size Code, which means that half of the libraries in that Size Code are above the A level standard.

26. \_\_\_\_ The library has a planned orientation program for all new employees. The orientation program introduces employees to the mission, philosophy, goals and services of the library in addition to their job responsibilities.
27. \_\_\_\_ The library provides continuing education for its director and staff at all levels by spending a percentage of its total payroll costs on direct costs of staff development and training, which may include professional memberships. (Payroll is defined as salaries and wages for all staff, not including benefits.)

Report percentage of payroll costs: \_\_\_\_\_%

A	B	C
1%	.75%	.5%

### Chapter 3: Collection

28.\_\_\_\_ \*(R,2) The library allocates funds for purchasing materials in all appropriate formats based on its collection development policy, the library's plan and current use. Level C is required to meet this measure.

Report % of expenditures allocated to collections. (may be averaged over 3 years) \_\_\_\_\_

	Level A/ Not less than	Level B/Not less than	Level C/Not less than
	14%	12%	10%

29.\_\_\_\_ The library cooperates with other local and regional libraries (for example, school library media centers, college and university libraries, the local historical society) in collection development to provide a wide range of materials in a variety of formats to meet the needs of the community.

30.\_\_\_\_ \*(R,3) The library maintains a current, thoroughly weeded collection of books appropriate to the library's mission. Level C is required to meet this measure.

Population	Level A/ Not less than	Level B/Not less than	Level C/Not less than
0-499	7,000	6,000	5,000
500-999	9,747	6,651	5,521
1,000-2,499	14,570	9,747	7,541
2,500-4,999	25,679	14,200	11,476
5,000-9,999	41,998	25,679	21,425
10,000-24,999	60,555	41,998	31,314
25,000-49,999	106,998	60,555	45,605
50,000 and above	204,520	106,998	91,068

31.\_\_\_\_ \*(R,3) The library maintains a current, thoroughly weeded collection of current print periodicals appropriate to the library's mission. Level C is required to meet this measure. A library that subscribes to a comprehensive full-text periodical database meets this measure at Level C.

Population	Level A/ Not less than	Level B/Not less than	Level C/Not less than
0-499	24	16	10
500-999	36	24	17
1,000-2,499	58	36	23
2,500-4,999	85	58	41
5,000-9,999	119	85	69
10,000-24,999	180	119	94
25,000-49,999	289	180	131
50,000 and above	408	289	249

32. \_\_\_\_ \*(R,3) The library maintains a current, thoroughly weeded collection of audio, video and/or other non-print materials appropriate to the library's mission. Level C is required to meet this measure.

Population	Level A/ Not less than	Level B/Not less than	Level C/Not less than
0-499	1,400	220	100
500-999	1,949	443.	237
1,000-2,499	2,914	669	349
2,500-4,999	5,135	1,036	606
5,000-9,999	8,399	1,963	1,165
10,000-24,999	12,111	3,414	2,506
25,000-49,999	21,399	5,978	3,240
50,000 and above	40,850	10,371	5,895

Note: Level A is 20% of Level A for Measure 30.

33. \_\_\_\_ The library provides materials in formats appropriate to the needs of its special population groups (for example, large print books, books on tape, captioned video, Adult Basic Education and English as Second Language, children's materials).

34. \_\_\_\_ \*(R,2) Every item in the library's collection is evaluated for retention, replacement, or withdrawal at least every three years to determine its usefulness according to the library's collection development policy. On average, three percent or more of the collection is withdrawn each year. Level C is required to meet this measure. [Old #40]

Report average % withdrawn here: \_\_\_\_\_

Year 1 \_\_\_\_ Year 2 \_\_\_\_ Year 3 \_\_\_\_

A	B	C
6%	4.5%	3%

35. \_\_\_\_ \*(R,2) The library's collection is up-to-date. On average, three percent or more of the collection is added each year. Level C is required to meet this measure.

Report average % added here: \_\_\_\_\_

Year 1 \_\_\_\_ Year 2 \_\_\_\_ Year 3 \_\_\_\_

A	B	C
6%	4.5%	3%

36. \_\_\_\_ \*(R,3) Turnover Rate. Turnover rate is the average **circulation** per item owned. Turnover rate is computed by dividing total annual circulation by total holdings. Figures for holdings should reflect both cataloged and uncataloged items. Level C is required to meet this measure.

Report Turnover Rate here: \_\_\_\_\_

CIRCULATION: The total annual circulation of all library materials of all types, including renewals. Note: Count all materials in all formats that are charged out for use outside the library. Count interlibrary loan transactions only for items borrowed and checked out to customers. Do not include items checked out to another library. (Do not use circulation multipliers. For example, if a film is checked out and shown to 30 people, count 1 circulation, not 30. Do not report "automatic renewals" as

circulation.) Items which are packaged together as a unit (e.g., 10 audio tapes, 3 video tapes, 4 compact disks) and are generally checked out as a unit, should be counted as one physical unit. Report annual totals.

<b>Population</b>	<b>Level A/ Not less than</b>	<b>Level B/Not less than</b>	<b>Level C/Not less than</b>
Under 2,500	1	.8	.5
2,500 and above	3	2	1

37.\_\_\_\_ \*(R,2) **Circulation** per Capita. The library determines the number of items that circulate. Circulation per capita is computed by dividing total circulation by **jurisdiction population**.

JURISDICTION POPULATION: The number of people residing within the geographical area for which a public library has been established. For the purposes of this document, do not consider the library's larger service area, which could include rural areas, other cities, and other counties.

Report Circulation per Capita here: \_\_\_\_\_

A	B	C
14.0 or more	8.0-13.9	Report results

38.\_\_\_\_ \*(R,3) The library accepts requests for reserves for library materials from cardholders of all ages in person, by telephone and electronically (includes e-mail).

39.\_\_\_\_ \*(R,2) The library makes available the local, county and/or regional newspaper.

#### Chapter 4: Services

##### Part I. Reference and Readers Advisory Services

40.\_\_\_\_ \*(R,1) Using print and online resources, the library provides reference and readers advisory service to residents of all ages, in person and by telephone, during all the hours the library is open. Questions that cannot be answered locally are forwarded to the library's backup reference center, if applicable.

41.\_\_\_\_ The library provides staff who are trained and knowledgeable about reference and readers advisory print resources, the Internet and online databases, and who are able to assist customers in their use during all hours the library is open.

42.\_\_\_\_ \*(R,3) The library offers interlibrary loan services to its customers and participates in state and national interlibrary loan and resource sharing as a lender and a borrower. The library converts its bibliographic and holdings information into machine-readable form and submits this information to statewide database(s) (for example, OCLC, SILO Locator)

Report number of ILL received \_\_\_\_\_ Report number of ILL sent \_\_\_\_\_

43.\_\_\_\_ \*(R,3) **Reference Transactions** per Capita. The library determines the number of reference questions asked by members of the community during the year. Reference transactions per capita is calculated by dividing the total number of reference questions by the **jurisdiction** population.

Report Reference Transactions per Capita \_\_\_\_\_

JURISDICTION POPULATION: The number of people residing within the geographical area for which a public library has been established. For the purposes of this document, do not consider the library's larger service area, which could include rural areas, other cities, and other counties.

REFERENCE TRANSACTIONS: A reference transaction is an information contact which involves

the knowledge, use, recommendations, interpretation or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service and reader's advisory services. Information sources include printed and non-printed materials, Internet, FirstSearch, machine-readable databases, catalogs and other holdings, records, and through communication or referral, other libraries and institutions and persons both inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic mail from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with call number 612.3." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

## Part II. Electronic Services

44. \_\_\_\_\_ \*(R,1) The library offers public access Internet computers and staff trained in their use. Public access computers are located in a public area and designated for public use. Level C is required to meet this measure.

Report the number of public access computers \_\_\_\_\_

Population	Level A/ Not less than	Level B/Not less than	Level C/Not less than
0-499	3	2	1
500-999	3	2	1
1,000-2,499	3	2	1
2,500-4,999	4	3	2
5,000-9,999	7	4	3
10,000-24,999	9	7	5
25,000-49,999	15	9	5
50,000 and above	30	15	10

45. \_\_\_\_\_ The library determines the number of NUMBER OF USERS OF *PUBLIC INTERNET COMPUTERS* IN A TYPICAL WEEK.

Users of Internet computers: Report the total number of individuals that have used Internet computers in the library during a typical week. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the number. Sign-up forms or Web-log tracking software also may provide a reliable count of users.

Count each customer that uses the PUBLIC Internet computers, regardless of the amount of time spent on the computer. A customer who uses the library's public Internet computers three times in a week would count as three customers. For confidentiality purposes, it is recommended that, after recording the needed statistics, logs be discarded each day.

Report number of users of Internet computers per week \_\_\_\_\_

46. \_\_\_\_\_ The library has a web site. The web site may include an online catalog, information about the library, and links to local, state and national resources.

### Part III. Services to Special Populations

47. \_\_\_\_\_ The library serves special population groups of all ages in its service area. To meet this standard at least five items must be checked:

- \_\_\_\_\_ basic computer skills instruction
- \_\_\_\_\_ children's programming with themes that promote cultural diversity (for example: Kwanzaa, Cinco de Mayo, Hanukkah, Chinese New Year)
- \_\_\_\_\_ employment and job search aids
- \_\_\_\_\_ English language learner materials
- \_\_\_\_\_ materials and/or tutoring for new adult readers
- \_\_\_\_\_ materials for gays/lesbians/bisexuals/transgenders
- \_\_\_\_\_ materials for homeschoolers
- \_\_\_\_\_ materials for non-English speakers
- \_\_\_\_\_ print and non-print materials for children and young adults
- \_\_\_\_\_ programming for young adults
- \_\_\_\_\_ public access Internet computers
- \_\_\_\_\_ service to individuals with no permanent residence
- \_\_\_\_\_ service to residential institutions, including nursing homes & jails (for example: programs, deposit collections)
- \_\_\_\_\_ others (list) \_\_\_\_\_

48. \_\_\_\_\_ The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities, and meets relevant requirements of the Americans with Disabilities Act ([www.access-board.gov](http://www.access-board.gov)). To meet this standard at least four items must be checked:

- \_\_\_\_\_ accessible meeting rooms
- \_\_\_\_\_ Braille materials
- \_\_\_\_\_ enhanced computer display for visually impaired
- \_\_\_\_\_ hearing augmentation system in meeting room
- \_\_\_\_\_ home delivery of materials
- \_\_\_\_\_ interpreters for the hearing impaired
- \_\_\_\_\_ Large Print materials
- \_\_\_\_\_ minimum space between shelving stacks of 36"
- \_\_\_\_\_ story times and programs in accessible meeting rooms or outside the library
- \_\_\_\_\_ others (list) \_\_\_\_\_

49. \_\_\_\_\_ The library identifies other community agencies which are serving special populations and works with these agencies in planning and implementing service to special populations. (See Appendix B.)

### Part IV. Programming

50. \_\_\_\_\_ The library provides programs free of charge for children, young adults, and adults or cooperates with other libraries or agencies to provide the programs. In planning and evaluating these programs, the library considers the following factors:

- the library's mission and goals
- local interest
- population's level of education
- availability of programming through the community's other social, cultural and recreational organizations
- population mix

51. \_\_\_\_ \*(R,1) The library provides a summer reading program for children they serve, or cooperates with other libraries or agencies to provide the program. A library that participates in the State Library's Summer Library Program meets this measure. Children are defined as persons 14 years of age or younger.

Report number of children who participate in the Summer Library Program \_\_\_\_\_

52. \_\_\_\_ The library offers outreach services to day care centers and other entities in which groups of preschool children gather. Daycares may include commercial or in-home preschools and/or Headstart. Outreach service includes collections and programming.

Report the number of entities served by pre-school outreach services \_\_\_\_\_

### **Chapter 5: Public and Community Relations**

53. \_\_\_\_ To inform its community about the collections and services available, the library board and director initiate, fund and evaluate public relations activities. The library designates a staff member to coordinate public relations activities.

54. \_\_\_\_ \*(R,2) The library promotes its collections and services by using at least four approaches to publicity. Those listed below are generally accepted as effective. To meet this standard at least four items must be checked.

- \_\_\_\_ annual reports attractively packaged and made available to the public
- \_\_\_\_ attractive and frequently changed exhibits, displays, and bulletin boards
- \_\_\_\_ newspaper articles, columns, or ads
- \_\_\_\_ presentations to community groups and organizations (builds relationships)
- \_\_\_\_ posters, flyers, brochures, and bookmarks advertising library services
- \_\_\_\_ staff and board involvement in community organizations and activities
- \_\_\_\_ TV and/or radio exposure
- \_\_\_\_ visually appealing printed materials, graphics, and signage inside and outside of the library.
- \_\_\_\_ "walk-throughs" in the library to assess the image it projects
- \_\_\_\_ web site
- \_\_\_\_ Others (list) \_\_\_\_\_

55. \_\_\_\_ The library develops good community relations by regularly communicating with elected officials, business leaders and civic organizations.

### **Chapter 6: Access and Facilities**

#### **Part I. Access to Information and Materials**

56. \_\_\_\_ \*(R,2) The library board adopts policies consistent with principles of intellectual freedom and the right of privacy as found in such documents as the U.S. Constitution, the Code of Iowa, and the ILA Intellectual Freedom Manual.

57. \_\_\_\_ All the library's services are available to all individuals when the library is open.

58. \_\_\_\_ The library provides equipment in the library for using audiovisual materials the library offers.

59. \_\_\_\_ \*(R,1) Library hours are fixed, posted, and include morning, afternoon, evening, and weekend hours based on users' and potential users' available time. The library must be open until at least 6:00 p.m. or later one day a week to satisfy this measure. This measure is based on a typical week, one in which the library is open regular hours and there are no holidays. A typical week does not include summer hours.

60.\_\_\_\_ \*(R,2) Minimum days and hours of service are as follows, with consideration always given to weekend and evening hours. This measure is based on a typical week, one in which the library is open regular hours and there are no holidays. A typical week does not include summer hours. Level C is required to meet this measure.

<b>Population</b>	<b>Level A/ Not less than</b>	<b>Level B/Not less than</b>	<b>Level C/Not less than</b>
Under 500	5 days/24 hrs.	5 days/22 hrs.	4 days/20hrs.
500-999	5 days/24 hrs.	5 days/22 hrs.	4 days/20 hrs.
1,000-2,499	6 days/35 hrs.	6 days/24 hrs.	5 days/20 hrs.
2,500-4,999	6 days/46 hrs.	6 days/35 hrs.	5 days/29 hrs.
5,000-9,999	7 days/ 55 hrs.	6 days/46 hrs.	5 days/41 hrs.
10,000-24,999	7 days/59 hrs.	6 days/55 hrs.	6 days/51 hrs.
25,000-49,999	7 days/65 hrs.	6 days/61 hrs.	6 days/57 hrs.
50,000 and above	7 days/68 hrs.	6 days/65 hrs.	6 days/61 hrs.

61.\_\_\_\_ \*(R,1) The library has a telephone with the number listed in the local phone book.

62.\_\_\_\_ The library provides directional signs and instructions for the use of collections, the library **catalog**, and other library services. (See Appendix E.)

63.\_\_\_\_ \*(R,1) The library has a **catalog** of its holdings located in an area easily accessible to users, staff, and materials.

**Part II. The Physical Facility**

64.\_\_\_\_ At least every five years, the library director, with input from the staff, completes and shares with the board a written space needs assessment based on the following: current space requirements; community study findings; changes in access points, services, size of collection, types of materials, and staffing levels mandated by the library's plan; and space requirements resulting from implementation of the standards in this document. (See Appendix C.)

65.\_\_\_\_ \*(R,3) The library building must meet the state definition of **accessibility**.

ACCESSIBILITY: (Accessible Route) The Iowa State Building Code, 16.701(1), defines accessible route as "a continuous unobstructed path connecting all elements and spaces in a building or facility that can be negotiated by a severely disabled person using a wheelchair and that is also safe for and usable by people with other disabilities. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, walks, ramps, and lifts."

In practical terms, a customer in a wheelchair must be able to get from a parked car to the sidewalk, from the sidewalk to the building, and must be able to open the door easily. Once inside the building, the customer must have access to all public areas, including the restrooms. The restroom must accommodate a wheelchair, must have a grab bar, must have clearance under the sink, and must have proper insulation around plumbing fixtures under the sink. Questions about specific measurements should be addressed to the State Fire Marshall's office in the Iowa Department of Public Safety, phone number 515-281-5132.

66.\_\_\_\_ Adequate and convenient parking is available to the library's customers on or adjacent to the library's site. One parking space is available for every 500 square feet of building.

67. \_\_\_\_\_ Handicapped parking to meet ADA requirements is available to the library's customers and staff on or adjacent to the library's site according to the following chart.

<b>Total Parking</b>	<b>Required Minimum Number of Handicapped Accessible Spaces (ADA Accessibility Guidelines)</b>
1 to 25	1
26 to 50	2
51 to 75	
76 to 100	3
101 to 150	4
151 to 200	5
201 to 300	6
301 to 400	7
401 to 500	8
501 to 1000	9
1001 and over	2 percent of total
	20 plus 1 for each 100 over 1000

68. \_\_\_\_\_ The outside of the building is well lighted and identified with highly visible signs. The signs include service hours.

69. \_\_\_\_\_ The library has proper temperature and humidity control throughout the year for the comfort of the public and staff, and for protection of library materials.

70. \_\_\_\_\_ The library has public meeting space available for its programming and for use by other community groups.

71. \_\_\_\_\_ \*(R,2) The library has allocated space for child and family use, with all materials readily available, and provides furniture designed for children's use.

72. \_\_\_\_\_ \*(R,1). A book return, preferably fire retardant, available at all times, is provided at the library.

73. \_\_\_\_\_ The library provides adequate public seating. ( See Appendix C, Space Needs Worksheet).

Report number of seats \_\_\_\_\_

74. \_\_\_\_\_ Adequate space is provided for the staff to work in a non-public area. ( See Appendix C, Space Needs Worksheet)

Report square feet of work area \_\_\_\_\_

75. \_\_\_\_\_ The library has policies and/or procedures to ensure a safe and secure environment for library staff and the public, which should include; emergencies, disasters, emergency evacuation, severe weather, customer conduct and staff safety.

## Local Library Report

	<b>Minimum Number Required</b>	<b>Total Number Achieved</b>
A. Required Measures	40 of 40	
B. Additional Measures	16 of 35	
C. Total Measures (Total of A+B above)	56 of 75	

**THIS IS: (Check one)**

**FY08 Report Only** \_\_\_\_\_

**FY08 Application for Accreditation (All Requirements Met)** \_\_\_\_\_

Library Name	Date of Application or Report
Signature of Board President	