

Request for Supporting Documentation (Report/Application)

Libraries filing an application for accreditation must submit the following documentation for review:

1. One copy of the library board's bylaws with a date no more than 3 years prior to the date of report/application (Measure 7). Do not send a copy of the Library Ordinance.
2. Library policies with a date no more than 3 years prior to the date of report/application (Measure 8).
Check here (and do not file) if this item has been filed within the past 3 years
Internet Use Policy _____
Collection Development Policy _____
Personnel Policy _____
Operations Policy _____
3. The community study, with a date no more than 5 years prior to the date of application (Measure 11).
Check here (and do not file) if this item has been filed within the past 5 years _____
4. The library mission statement and plan with a date no more than 5 years prior to the date of application and covering at least 1 year beyond the application due date (Measure 12).
Check here (and do not file) if this item has been filed within the past 3 years _____
5. Photographs of all the following: ramped curb from street to sidewalk; barrier free entrance to the library; accessible rest room; and entrances to public access rooms (Measure 65).
Check here (and do not file) if these items are on file at the State Library _____
6. A photograph of the library book return (Measure 72).
Check here (and do not file) if this item is on file at the State Library _____

One copy of the information should be mailed to the Library Service Area. Mail one copy of the application and the supporting documentation to the State Library.

New Requirement

All Tier 1 and Tier 2 public libraries must have a current (NO OLDER THAN 1/31/05) 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. These documents are due 1/31/08 (request an extension if needed). One copy of the information should also be mailed to the Library Service Area.

10/1/07