

## 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 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 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 1/31/04) 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 1/31/07 (request an extension if needed).** One copy of the information should also be mailed to the Library Service Area.

10/26/06