

# ACCREDITATION APPLICATION VERIFICATION FY20

The following is a list of supporting documentation that libraries will need to submit during their next accreditation application. Standards requiring supporting documentation will be listed below. If a standard is not listed, supporting documentation is not required at this time.

## GENERAL REQUIREMENTS

There will be a signature page in PDF format requiring the director's and the board president's signatures. When the application form is completed, the library should download the file, sign it, and return it by scanned email attachment.

## VERIFICATION FORM

The State Library will ask for three different forms of verification. One of the three will be listed below each standard that requires verification.

- Submit documentation – We will provide a list of needed documentation with the application form. Electronic format is preferred.
- Provide annual survey information – The online application form will automatically prefill this data.
- Provide information on the application form – There will be space on the application form for the library to provide the requested data.

## NEW AND CHANGED STANDARDS

There have been many changes to the standards since the previous edition of "In Service to Iowa." Standards that have been added or changed since the last edition are marked in red.

- **NEW** – The standard is new
- **CHANGED TIER** – The Tier level has changed. The text of the standard may or may not have changed
- **ENHANCED STANDARD** – The text of the standard has changed but the Tier level has remained the same

To save space only shortened versions of the standards are given below. For the full information on each standard refer to "In Service to Iowa, 6th edition."

## SECTION 1: LIBRARY GOVERNANCE

1. (Tier 1) Library is governed by a library board of trustees.
  - Submit current library ordinance.
2. (Tier 1) **(ENHANCED STANDARD)** Duties of the library board.
  - Submit current library ordinance.
3. (Tier 1) Board adopts an annual budget.
  - Provide board approval date of most recently completed budget – application form.
5. (Tier 1) Bylaws.
  - Submit trustee approved copy of by-laws no more than three years old. By-laws should be dated February 1, 2016 or later. By-laws should be dated February 1, 2016 or later.
6. (Tier 1) Board meeting frequency.
  - Provide a list of board meeting dates for the past three years (FY18, FY17, FY16) – application form.
7. (Tier 1) **(ENHANCED STANDARD)** Four required written policies.
  - Submit trustee approved copies of four required (Circulation, Collection Development, Internet Use, Personnel) policies no more than three years old. By-laws should be dated February 1, 2016 or later.
8. (Tier 1) **(CHANGED TIER)** Ongoing board development opportunities.
  - Summarize board training for the past two years (FY18, FY17,) – application form.
9. (Non-Tier) Board adopts at least two additional policies.
  - Check at least two additional policies from the list given – application form.
10. (Non-Tier) Library is funded by its county.
  - Provide per capita OR cents per thousand funding amounts on application form. Amounts found on the State Library's website: <http://www.statelibraryofiowa.org/go/rurallibfun>
11. (Non-Tier) **(NEW)** Trustees attend county-wide meetings.
  - Provide dates of trustee county-wide meetings from the past two years (FY18, FY17) – application form.

## SECTION 2: LIBRARY MANAGEMENT

14. (Tier 1) Orientation program for new board members.
  - Indicate participation in one or more of the listed opportunities to meet standard – application form.
16. (Tier 2) Library keeps borrower registrations up to date.
  - Indicate method of deleting inactive cards and date of last purge. Date of last purge must be February 1, 2016 or later to meet this standard – application form.

17. (Tier 2) **(CHANGED TIER)** Library has a written plan.
- Submit a copy of plan no more than 5 years old. To meet the standard the plan must:
    - Be dated February 1, 2014 or later and be on file at the State Library
    - Address community needs
    - Be reviewed and updated annually by the library board
    - Contain a mission statement
    - Show goals to be achieved over a period not to exceed five years with specific annual actions to achieve the goals
19. (Non-Tier) Director attends county-wide meetings.
- Provide dates of meetings from past two years (FY18, FY17) – application form.

### **SECTION 3: LIBRARY PERSONNEL**

22. (Tier 1) **(CHANGED TIER)** Director's performance evaluation.
- Provide dates of performance evaluation for the past two years (FY18, FY17) – application form.
23. (Tier 1) **(CHANGED TIER)** Library allows director to participate in continuing education opportunities during their work time.
- Check one or more opportunities from the list to meet the standard – application form.
24. (Tier 2) Library employs paid staff.
- Provide annual survey data (FY18 - LINE B08).
25. (Tier 3) Orientation program for new employees.
- Submit a checklist or other documentation of the orientation program.
26. (Non-Tier) Staff performance evaluation.
- Submit a copy of your blank evaluation form.
27. (Non-Tier) Library provides funding for professional memberships, conferences, or CE opportunities.
- Provide amount spent on these expenses – application form.
28. (Non-Tier) **(NEW)** Library allows staff at all levels (other than director) to participate in continuing education opportunities during their work time.
- Check one or more opportunities from list to meet the standard – application form.

## SECTION 4: LIBRARY COLLECTIONS

29. (Tier 1) Library determines annual circulation.
- Provide annual survey data from most current three years.
    - FY18 (LINE F25)
    - FY17 (LINE F23)
    - FY16 (LINE F21)
30. (Tier 1) **(CHANGED TIER)** Library provides access to news sources.
- Provide one example of a provided news source – application form.
31. (Tier 3) Withdrawal of library materials.
- Provide annual survey data from most current three years. Three-year average must be 3% or higher.
    - Three year data taken from FY18, FY17, and FY16 annual surveys.
    - See application form for formula used.
32. (Tier 3) Addition of library materials.
- Provide annual survey data from most current three years. Three-year average must be 3% or higher.
    - Three year data taken from FY18, FY17, and FY16 annual surveys.
    - See application form for formula used.
33. (Non-Tier) Materials for special needs groups.
- Check one or more items from list to meet the standard – application form.
34. (Non-Tier) **(NEW)** Library provides non-traditional physical collections.
- Check one or more collections from list to meet the standard – application form.

## SECTION 5: LIBRARY ACCESS – VIRTUAL SPACES

35. (Tier 1) **(ENHANCED STANDARD)** Library offers public access Internet enabled devices.
- Provide annual survey data (FY18 – LINE G15)
36. (Tier 1) **(ENHANCED STANDARD)** Library counts number of Internet uses.
- Provide annual survey data from most current three years.
    - FY18 (LINE G16)
    - FY17 (LINE I05)
    - FY16 (LINE I05)
37. (Tier 1) **(NEW)** Library provides a printer for public use.
- Provide make and model of printer – application form.

39. (Tier 3) **(ENHANCED STANDARD)** Library provides a current website.

- Provide URL of website – application form.
- To meet this standard the website must include:
  - Access to the library’s online catalog.
  - Information about the library.
  - Links to local, state, or national sources.

43. (Non-Tier) **(NEW)** Library has access to broadband Internet.

- Provide upload and download speed – application form.

44. (Non-Tier) **(NEW)** Provides access to online databases.

- Provide a list of resources – application form.

45. (Non-Tier) **(NEW)** Provides access to downloadable resources.

- Provide a list of resources – application form.

46. (Non-Tier) **(NEW)** Provides access to digitized local collections.

- Provide a list of resources – application form.

## **SECTION 6: LIBRARY ACCESS PHYSICAL SPACES**

51. (Tier 1) **(ENHANCED STANDARD)** Library has a current and maintained public access catalog.

- Provide only one of the following:
  - Web address if catalog is web accessible – application form.
  - Vendor or product name if online but not web accessible – application form.
  - Picture if catalog is offline only such as a card catalog.

64. (Non-Tier) **(NEW)** Library has a makerspace.

- Describe makerspace services provided – application form.

65. (Non-Tier) **(NEW)** Library provides self-service or other kinds of automated equipment.

- Describe the self-service or automated equipment provided – application form.

## **SECTION 7: LIBRARY PROGRAMMING AND COMMUNITY RELATIONS**

69. (Tier 2) Library promotes its collections and services by using a variety of approaches to publicity.

- Check four or more items from list to meet the standard – application form.

70. (Tier 2) **(CHANGED TIER)** Library develops community relations.

- Check two or more items from list to meet the standard – application form.

71. (Non-Tier) Library offers outreach services.

- Describe outreach services offered – application form.

75. (Non-Tier) Collaboration with other community organizations to provide services.
- Describe at least one of the library collaborations – application form.
77. (Non-Tier) Library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities.
- Check four or more items from list to meet the standard – application form.

## **SECTION 8: LIBRARY FACILITY**

78. (Tier 1) Library has a book return.
- Submit a picture of the book return. If the State Library already has a photo on file, send updated photos when there is a change.
79. (Tier 1) Library determines number of annual visits.
- Provide annual survey data from most current three years.
    - FY18 (LINE G13)
    - FY17 (LINE G14)
    - FY16 (LINE G14)
80. (Tier 1) **(CHANGED TIER)** Library board reviews ADA Checklist for Existing Facilities.
- Submit completed copy of one of the priorities from the Checklist reviewed by the board of trustees within the past three years. Checklist must have review date of February 1, 2016 or later.
  - All Checklist files and information can be found on the State Library's website here:
    - <https://www.statelibraryofiowa.org/ld/a-b/accr-and-standards/adachecklist>
  - NOTE: All libraries applying for at least Tier 1 must submit this checklist to meet Standard #80. Photos showing ADA compliance will no longer be used.