Accreditation Application Verification FY24

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

General Requirements

There is an online signature page requiring the director’s and board president’s signatures. When the application form is completed, the library should fill it out and submit it. The link is:
https://stateofiowa.seamlessdocs.com/f/AccreditationSignaturePageFY24

Verification Form

The State Library may ask for one of three forms of verification:

- **Submit documentation** – We will provide a list of needed documentation with the application form. Electronic format is preferred.
  - To submit digital versions of your files, use our new file upload service. Click the link below to be taken to the upload service:
  - https://stateofiowa.seamlessdocs.com/f/AccreditationDocumentation
  - It is best to send in all documentation at the same time. Once you’ve completed the upload form, it will direct you to the required signature page. Contact Toni Blair at toni.blair@iowa.gov if you need an alternative way to send in your files.

- **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.

Each standard listed below will indicate how it is verified using bold text – Submit, application form, or annual survey.

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) Duties of the library board.
   - Submit current library ordinance.

3. (Tier 1) Board adopts an annual budget.
   - Provide the meeting date when board approved most recently completed library budget – application form.
   - The date listed must include month, day, and year – i.e. 5/5/2020.

4. (Tier 1) Bylaws.
   - Submit trustee approved copy of by-laws no more than three years old. By-laws should be dated February 1, 2020 or later.

5. (Tier 1) Board meeting frequency.
   - Provide a list of board meeting dates for the past three completed fiscal years (FY21, FY20, FY19) – application form.
   - The date listed for each meeting must include month, day, and year – i.e. 5/5/2020. List when the meeting actually occurred, not when it was scheduled. Do not use phrases such as “Every third Tuesday” or “Monthly.”

7. (Tier 1) Four required written policies.
   - Submit trustee approved copies of four required policies - Circulation, Collection Development, Internet Use, Personnel - no more than three years old. By-laws should be dated February 1, 2020 or later.

8. (Tier 1) Ongoing board development opportunities.
   - Briefly summarize board training for the past three completed fiscal years (FY22, FY21, FY20) – application form.

9. (Non-Tier) Board adopts at least two additional policies.
   - Check at least two additional policies from the list given on the application – application form. Do not include those policies already listed for standard #7.

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. Use the files labeled “FY23 County Levy and Library Amounts”
      https://www.statelibraryofiowa.gov/index.php/libraries/services-resources/statistics

11. (Non-Tier) Trustees attend annual county-wide trustee meetings.
    - Provide dates of county-wide trustee meetings from the past three years (FY22, FY21, FY20) – application form.
    - The date listed for each meeting must include month, day, and year – i.e. 5/5/2020.
**SECTION 2: LIBRARY MANAGEMENT**

14. (Tier 1) Orientation program for new board members.
   - Indicate participation in one or more of the opportunities listed on the application form 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, 2020 or later to meet this standard – [application form](#).
   - The date listed must include month, day, and year – i.e. 5/5/2020.

17. (Tier 2) Library has a written plan.
   - **Submit** a current copy of plan no more than 5 years old. To meet the standard the plan must:
     - Be current – coverage through 2023 or later.
     - Be on file at the State Library.
     - Address community needs based on community data.
     - Contain a mission statement.
     - Show goals and measurable objectives to be achieved over a period not to exceed five years.

19. (Non-Tier) Director attends county-wide director’s meetings.
   - Provide dates of director county-wide meetings from the past three complete fiscal years (FY22, FY21, FY20) – [application form](#).
   - The date listed for each meeting must include month, day, and year – i.e. 5/5/2020.

**SECTION 3: LIBRARY PERSONNEL**

22. (Tier 1) Director’s performance evaluation.
   - Provide director performance evaluation dates from the past three complete fiscal years (FY22, FY21, FY20) – [application form](#).
   - The date listed must include month, day, and year – i.e. 5/5/2020.

24. (Tier 2) Library employs paid staff.
   - Provide annual survey data (FY22 - 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 annual amount spent on CE opportunities from the past three years (FY22, FY21, FY20) – [application form](#).
28. (Non-Tier) 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 on application form 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.
     - FY22 (LINE F27)
     - FY21 (LINE F27)
     - FY20 (LINE F27)

30. (Tier 1) Library provides access to news sources.
   - Provide the title of one 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 FY22, FY21, and FY20 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 FY22, FY21, and FY20 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) 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) Library offers public access Internet enabled devices.
   - Provide annual survey data (FY22 – LINE F41)

36. (Tier 1) Library counts number of Internet uses.
   - Provide annual survey data from most current three years. Preloaded from annual survey.
     - FY22 (LINE F42)
     - FY21 (LINE G34)
     - FY20 (LINE G34)
37. (Tier 1) Library provides a printer for public use.
   • Provide make and model of printer – application form.

39. (Tier 3) Library provides a current website.
   • Provide URL of website – application form.
   • To meet this standard the website must include:
     o Access to the library’s online catalog.
     o Information about the library.
     o Links to local, state, or national sources.

43. (Non-Tier) Library has access to broadband Internet.
   • Provide upload and download speed – application form.

44. (Non-Tier) Provides access to online databases.
   • Provide the name of one online database – application form.

45. (Non-Tier) Provides access to downloadable resources.
   • Provide the name of one downloadable resource – application form.

46. (Non-Tier) Provides access to digitized local collections.
   • Provide the name of one digitized local collection – application form.

SECTION 6: LIBRARY ACCESS PHYSICAL SPACES

51. (Tier 1) Library has a current and maintained public access catalog.
   • Provide only one of the following:
     o Web address if catalog is web accessible – application form.
     o Vendor or product name if online but not web accessible – application form.
     o Submit a picture of existing catalog if catalog is offline only such as a card catalog.

54. (Tier 2) Minimum days and hours of service comply with the chart contained in Help. A typical week does not include summer hours or closures because of COVID-19 or other reasons. Click on the question mark to access the chart.
   • Provide number of days and hours open per typical week – application form.

64. (Non-Tier) Library has a makerspace.
   • Describe makerspace services provided – application form.

65. (Non-Tier) 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) 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.
     o FY22 (LINE F37)
     o FY21 (LINE G29)
     o FY20 (LINE G29)

80. (Tier 1) 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, 2020 or later.
   • All Checklist files and information can be found on the State Library’s website here:
     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.

**FINAL VERIFICATION:** All libraries must provide a completed signature page to verify information is correct. This page should be signed by the director and board president. The form is online and the link is:
[https://stateofiowa.seamlessdocs.com/f/AccreditationSignaturePageFY24](https://stateofiowa.seamlessdocs.com/f/AccreditationSignaturePageFY24)