

# REQUEST FOR SUPPORTING DOCUMENTATION (FY25)

**DUE FEBRUARY 29, 2024**

**LIBRARY NAME** \_\_\_\_\_

Libraries filing an application for accreditation and Direct State Aid Tier Level must submit the following documentation for review. Use this form as a checklist to keep track of the documentation that you may need to send in. If you have already sent this documentation to the State Library, check the appropriate box below. We prefer that supporting documentation be sent in as an electronic file, but we will also take printed files.

To submit digital versions of your files, use our [Accreditation File Upload Service](#).

It is best to send in all documentation at the same time. Contact Toni Blair at [toni.blair@iowa.gov](mailto:toni.blair@iowa.gov) if you need an alternative way to send in your files.

NOTE: You only need to send in the documentation if you meet the appropriate standard.

- ☐ Standards 1 and 2 (Tier 1) – One copy of the most current library ordinance.
- ☐ Standard 5 (Tier 1) – One copy of the library board's bylaws. Bylaws creation or review date must be dated February 1, 2021 or later.
- ☐ Standard 7 (Tier 1) – One copy each of the policies listed below. Policy creation or review date must be dated February 1, 2021 or later. Check below to indicate these items have been sent to the State Library.
  - ☐ Circulation Policy – Must include or refer to confidentiality policy
  - ☐ Collection Development Policy – Must include or refer to Freedom to read information
  - ☐ Personnel Policy
  - ☐ Internet Use Policy
- ☐ Standard 17 (Tier 2) – One current copy of the library's plan. Must be current - coverage through 2024 at least
- ☐ Standard 25 (Tier 3) – A checklist or other documentation used for employee orientation program.
- ☐ Standard 26 – One blank copy of one staff evaluation form.
- ☐ Standard 78 (Tier 1) – A photograph of the library book return.
- ☐ Standard 80 (Tier 1) – One copy of the ADA Checklist for Existing Facilities filled out and approved by the board of trustees. Completion of at least one priority is required to meet the standard.