Verification Requirements for Standards FY26

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.

The State Library may ask for one of three forms of verification depending on the standard.

1. **Submit documentation** – We will provide a list of needed documentation with the application form. Electronic format is preferred.
   a. To submit digital versions of your files, use our [Accreditation File Upload Service.](#)
   b. It is best to send in all documentation at the same time. Contact Toni Blair at toni.blair@iowa.gov if you need an alternative way to send in your files.

2. **Provide annual survey information** – The online application form will automatically prefill this data.

3. **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 show 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 (include month, day, year) when board approved most recently completed library budget – **application form**. The date listed must include month, day, and year – i.e. May 5, 2020.
5. (Tier 1) Bylaws.

   - **Submit** trustee approved copy of by-laws no more than three years old. By-laws should be dated February 1, 2022 or later.
6. (Tier 1) Board meeting frequency.

   - Provide a list of board meeting dates for the past three completed fiscal years (FY24, FY23, FY22) – **application form**. The date listed for each meeting must include month, day, and year – i.e. May 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, 2022 or later.

8. (Tier 1) Ongoing board development opportunities.
    - Briefly summarize board training for the past three completed fiscal years (FY24, FY23, FY22) – **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 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 [Iowa Library Statistics](#) page on the State Library's website. Use the files labeled "FY24 County Levy and Library Amounts"

11. (Non-Tier) Trustees attend annual county-wide meetings.
    - Provide dates of trustee county-wide meetings from the past three years (FY24, FY23, FY22) – **application form**. The date listed for each meeting must include month, day, and year – i.e. May 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, 2022 or later to meet this standard – **application form**. The date listed must include month, day, and year – i.e. May 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 at least 2025.
      - 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 meetings.
    - Provide dates of director county-wide meetings from the past three years (FY24, FY23, FY22) – **application form**. The date listed for each meeting must include month, day, and year – i.e. May 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 (FY24, FY23, FY22) – **application form.** The date listed must include month, day, and year – i.e. May 5, 2020.

24. (Tier 2) Library employs paid staff.
*   Provide **annual survey** data (FY24 - 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 (FY24, FY23, FY22) – **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.
    *   FY24 (LINE F25)
    *   FY23 (LINE F25)
    *   FY22 (LINE F27)

30. (Tier 1) Library provides access to news sources.
*   Provide one title 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 FY24, FY23, and FY22 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 FY24, FY23, and FY22 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 (LINE F39) – Preloaded from FY24 annual survey.

36. (Tier 1) Library counts number of Internet uses.

- Provide **annual survey** data from most current three years. Preloaded from annual survey.

    o FY24 (LINE F40)
    o FY23 (LINE F40)
    o FY22 (LINE F42)

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** 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.
  - FY24 (LINE F35)
  - FY23 (LINE F35)
  - FY22 (LINE F37)

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, 2022 or later.
- 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 – do not submit photos!

Final Verification – Accreditation Application Signature Page FY26

The Library Director and Board President must complete the Accreditation Application Signature Page in order to validate the accreditation application process. However, completing this signature page **does not** automatically complete your library's accreditation application form. Your accreditation application requires three steps to be complete:

1. Application submitted in Bibliostat.
2. Supporting documents uploaded.
3. Signature page filed with both required signatures.

All required files and links can all be found on the [Accreditation and Standards](#) page of our website.