FY26 Application Form for Accreditation and Direct State Aid Tier Level

Due February 28, 2025

Library Name: _____Date: _____

Introduction

The Standards and Accreditation Program exists to encourage the ongoing development of high-quality public library services in Iowa. In Service to Iowa: Public Library Standards is the manual for the State Library of Iowa's standards program. To save space on this application form, questions have been shortened. For more information and examples refer to the full text of the publication.

Instructions

The FY26 application form is available in online and print versions. The print version is to aid data collection only. Printed versions of the form will not be accepted without prior approval from Scott Dermont. Contact Scott at: scott.dermont@iowa.gov or 515-281-7573.

Mark each standard met with an "X"

(FY24) = Standards marked this way should use data taken from the FY24 Iowa Public Library Annual Survey. Dates covered (July 1, 2023 – June 30, 2024.) Some standards use data from three fiscal years and will be shown as (FY24, FY23, FY22)

LINE# = Data taken from the Public Library Annual survey will be indicated by the term **LINE** with the appropriate line number. **LINE E30÷LINE E29** would divide survey line E30 by line E29.

Since many standards derive their information from the Public Library Annual Survey, it would be useful to have the Annual Survey on hand while filling out this application. However, the online version of this form will automatically pull the annual survey data into the form. It may be beneficial to consult the online form first.

(Tier 1), (Tier 2), (Tier 3): Indicates the Tier level of the listed standards. Standards without a Tier level listed are considered optional.
- Libraries applying for Tier 1 status must meet all 29 (Tier 1) standards.
- Libraries applying for Tier 2 status must meet all 29 (Tier 1) and all 12 (Tier 2) standards.
- Libraries applying for Tier 3 (accredited) status must meet all 29 (Tier 1), all 12 (Tier 2), and all 6 (Tier 3) standards. They must also meet 20 of 38 optional standards.

Section 1: Library Governance

1. _____ (Tier 1) A legally appointed and constituted library board governs the operation of the library. A copy of your library's most current ordinance must be on file.

2. _____ (Tier 1) The library board or other authority as defined by ordinance:
   ❖ Hires the library director
   ❖ Delegates the active management of the library, including personnel administration, to the library director
   ❖ Has legal authority over the library's budget and over all gifts, bequests, and donations

3. _____ (Tier 1) The library board adopts an annual budget.

   Meeting Date of most recently completed budget approved by board (include month, day, and year)
   _____

4. _____ (Tier 1) The library is funded by its city on a permanent basis. Data from the Iowa Department of Management will be used to audit this standard.

5. _____ (Tier 1) The library board has written bylaws that outline its operational procedures. These bylaws are reviewed at least every three years. For help developing your bylaws, please contact your district consultant.

   Bylaws must be dated February 1, 2022 or later.

6. _____ (Tier 1) The library board meets no fewer than 10 times a year with the library director or designee in attendance.

Submit dates of board meetings for the past three years. Dates listed must include month, day, and year – i.e. 5/5/20, etc.

   ❖ FY24_____
   ❖ FY23_____
   ❖ FY22_____

7. _____ (Tier 1) The library board adopts four required written policies – circulation, collection development, personnel, and Internet use. Required policies are reviewed at least every three years. For help developing your policies, please contact your district consultant.

Policies must be dated February 1, 2022 or later.

8. _____ (Tier 1) All members of the library board of trustees participate in a variety of board development training each year. The recommended average is three to five hours per year per trustee.

Briefly summarize your library's board development training opportunities for the past three years. A short description is needed that is more than just a list of dates.

   ❖ FY24_____
   ❖ FY23_____
   ❖ FY22_____

9. _____ The library board has additional written policies, as deemed appropriate for the library, and reviews them at least every three years. All policies are available to all staff members and for public inspection. For help developing your policies, please contact your district consultant.

Check any additional policies adopted. Do not report the four policies listed in standard #7 above. At least two are required to meet this standard:

- ☐ Bulletin board and displays
- ☐ Customer conduct in the library
- ☐ Customer service
- ☐ Disaster preparedness and recovery
- ☐ Emergencies and evacuation
- ☐ Friends groups
- ☐ Gaming
- ☐ Gifts and donations
- ☐ Hours including holiday and weather closings
- ☐ Library foundation
- ☐ Meeting rooms
- ☐ Proctoring
- ☐ Programs for youth and adults
- ☐ Public access computers
- ☐ Public relations
- ☐ Reference and readers' advisory services
- ☐ Sex offender
- ☐ Tablet checkout
- ☐ Unattended children
- ☐ Volunteers
- ☐ Wireless use
- ☐ Other policies (List no more than two) _____

10. _____ The library receives permanent and equitable funding for services to rural residents from the county (if not the establishing jurisdiction). This standard does not apply to city libraries in counties where there is a county library. Use the following guidelines to help determine equitable funding:

To determine per capita or cents per thousand support amounts, refer to the Rural Library Funding table.

To meet this standard, the library's county must support libraries at the rates listed below. Minimum, enhanced, or outstanding rates can be used.

    Enter county per capita support _____
                OR
    Enter county cents per thousand support _____

Based on 2016 data	Outstanding	Enhanced	Minimum Required to meet standard
County rural per capita support	$24.75 per capita	$14.00 per capita	$9.50 per capita
County support per assessed valuation	23 cents per thousand	17 Cents per thousand	10 cents per thousand

11. _____ The library trustees attend county-wide trustee meetings, which should occur at least once per year.

List dates that trustees attended county-wide meetings in the past three years. Dates listed must include month, day, and year – i.e. 5/5/20, etc.

❖ FY24_____
❖ FY23_____
❖ FY22_____

Section 2: Library Management

12. _____ (Tier 1) The library director provides written financial and statistical reports for review at library board meetings.

13. _____ (Tier 1) The library follows statutory requirements as to fiscal year, audits, and budgeting, and submits annual and other reports as requested by its funding authorities.

14. _____ (Tier 1) The library director conducts an orientation program for new board members. Check one or more of the opportunities listed below to meet this standard.

☐ Orientation sessions by the director at regularly scheduled board meetings
☐ Presentation and discussion of recorded programs
☐ Orientation sessions conducted by State Library staff or other qualified consultants
☐ Chapter-by-chapter discussion of the current Iowa Library Trustee's Handbook at regularly scheduled board meetings
☐ Other_____

15. _____ (Tier 2) The library director shares information with the board about the following laws that affect library operations. Guidance may be found in the latest Iowa Library Trustee's Handbook.

❖ Confidentiality of library records (Iowa Code Chapter 22.7 (13)) – see chapter 13 of the Library Trustee's Handbook for guidance.
❖ Open meetings law (Iowa Code Chapter 21) – see chapter 11 of Iowa Library Trustee's Handbook for guidance.
❖ Fair Labor Standards Act (U.S. Code Title 29, Chapter 8) – see chapter 13 of the Library Trustee's Handbook for guidance.

16. _____ (Tier 2) The library keeps its borrowers' registrations up-to-date. Inactive registration records are removed at least every three years. This removal may be done in one large batch, or in smaller, more frequent deletions. At least one of the suggestions below (check all that apply) and the date of last purge are required to meet this standard.

☐ Annual purge
☐ Card expiration and renewals (only count non-expired cards as active)
☐ Individual purges on a regular basis
☐ Other_____

Indicate date of last purge (must be February 1, 2022 or later) _____
Dates listed must include month, day, and year – i.e. May 5,2020, 5/5/20, etc.

17. _____ (Tier 2) The library has a current written plan. A plan is a current document that projects up to 5 years into the future and outlines the library's goals and objectives to meet the community's needs. Developing a plan usually involves the staff, the trustees, and the public. The plan should be reviewed and updated annually by the library board including an evaluation of the library's progress toward the plan's goals and objectives. To meet this standard, all boxes below must be checked.

The plan must:

- ☐ Be current – coverage through at least 2025
- ☐ Address community needs based on community data
- ☐ Contain a mission statement, which describes the library's purposes in the community
- ☐ Show goals and measurable objectives to be achieved over a period not to exceed five years

18. _____ The library director informs the board of pending library legislation on the local, state, and national levels to enable board members and staff to participate in the legislative process. Examples include attending Iowa Library Association Legislative Day or contacting legislators on library issues.

19. _____ The library director attends county-wide directors' meetings, which should occur at least once per year.

List dates that the director attended county-wide meetings in the past three years. Dates listed must include month, day, and year – i.e. 5/5/20, etc.

- ❖ FY24_____
- ❖ FY23_____
- ❖ FY22_____

Section 3: Library Personnel

20. _____ (Tier 1) The library has a permanent, paid director who is endorsed at the required level within two years of hire date

Start date of current director as director (MM/DD/YYYY) _____

21. _____ (Tier 1) The library has written job descriptions that include educational and experience requirements. A written salary range for each position is recommended, but not required. It is recommended, but not required, that the library's job descriptions and salary range are included in the city's personnel plan.

22. _____ (Tier 1) The library director's performance is evaluated, in writing, by the board at least annually.

List evaluation dates for the past three years. Dates listed must include month, day, and year – i.e. 5/5/20, etc.

- ❖ FY24_____
- ❖ FY23_____
- ❖ FY22_____

23. _____ (Tier 1) The library allows the director to participate in continuing education opportunities during their work time.

24. _____ (Tier 2) (FY24) The library employs paid staff as listed below. Number of hours per week and FTE (Full Time Equivalents) are given. Either figure can be given to meet the standard.

Report the total number of paid staff FTE (**LINE B08**)

Size	Population	Minimum Staff Requirement
A	Under 500	20 hours (.50 FTE)
B	500-999	20 hours (.50 FTE)
C	1,000-2,499	24 hours (.60 FTE)
D	2,500-4,999	48 hours (1.20 FTE)
E	5,000-9,999	112 hours (2.80 FTE)
F	10,000-24,999	192 hours (4.80 FTE)
G	25,000-49,999	256 hours (6.40 FTE)
H	50,000 and above	404 hours (10.10 FTE)

25. _____ (Tier 3) The library has a planned orientation program for all new employees. The orientation program introduces employees to the mission, philosophy, goals and services of the library in addition to their job responsibilities.

26. _____ Other library employees are evaluated annually, in writing, by the director or supervisor.

27. _____ The library provides funding to enable the director and/or staff to join library professional organizations, attend library related conferences, or take advantage of CE opportunities.

List annual amount spent on CE opportunities from the past three years.

   ❖ FY24_____
   ❖ FY23_____
   ❖ FY22_____

28. _____ The library allows staff at all levels (other than director) to participate in continuing education opportunities during their work time. Check one or more of the suggestions below to meet this standard. The director is covered by standard #23.

   ☐ Attending webinars or other activities provided by the State Library of Iowa
   ☐ Attending continuing education activities on specific topics offered by library organizations, academic institutions or professional associations
   ☐ Attending live national teleconferences or webinars and/or watching the recorded versions of continuing educational activities
   ☐ Completing learning assignments following continuing education activities
   ☐ Taking a library or library-related course for academic credit
   ☐ Other (list no more than one) _____

NOTE: These can also be used to receive CE credit from the State Library's endorsement program.

Section 4: Library Collections

29. _____ (Tier 1) (FY24, FY23, FY22) The library determines its total annual circulation of library materials. Report total circulation for the past three years:

- ❖ FY24 (LINE F25) _____
- ❖ FY23 (LINE F25) _____
- ❖ FY22 (LINE F27) _____

30. _____ (Tier 1) The library provides access to current local, county, and/or regional news sources.
List the title of one resource provided_____

31. _____ (Tier 3) (FY24, FY23, FY22) Every item in the library's collection is evaluated for retention, replacement, or withdrawal on a regular basis to determine its usefulness according to the library's collection development policy. On average, three percent or more of the collection is withdrawn each year. An average based on the last three years of withdrawals will be used to determine this standard.

To determine the percentage withdrawn, use the number of items withdrawn for any reason including weeding, replacements, damage, etc. Divide the number of items withdrawn by the total number of items held at the BEGINNING of the year.

Report percentage of collection withdrawn:

FY24 (LINE E29 ÷ LINE E27) _____
FY23 (LINE E29 ÷ LINE E27) _____
FY22 (LINE E31 ÷ LINE E29) _____

Total percentage withdrawn (FY24 + FY23 +FY22) _____

Average of three years (Total percentage withdrawn divided by 3) _____ (This amount needs to be 3% or greater to meet standard #31)

32. _____ (Tier 3) (FY24, FY23, FY22) The library purchases or adds materials at regular intervals throughout the year to ensure a steady flow of new materials. On average, three percent or more of the collection is added each year. An average based on the last three years of additions will be used to determine this standard. Report all items added regardless of funding source. Include donated items.

To determine the percentage added, use the number of items added for any reason. Divide the number of items added by the total number of items held at the BEGINNING of the year.

Report percentage of collection added:

FY23 (LINE E28 ÷ LINE E27) _____
FY22 (LINE E30 ÷ LINE E29) _____
FY21 (LINE E30 ÷ LINE E29) _____

Total percentage added (FY23 + FY22 +FY21) _____

Average of three years (Total percentage added divided by 3) _____ (This amount needs to be 3% or greater to meet standard #32)

33. _____ The library provides materials in formats appropriate to the needs of special population groups found in the community. Check one or more of the suggestions below to meet this standard.

- ☐ Adult basic education materials
- ☐ Audio books and/or captioned video
- ☐ Braille materials
- ☐ Children's and young adult materials
- ☐ Large print books
- ☐ Materials for English language learners
- ☐ Other (List no more than one) _____

34. _____ The library provides non-traditional physical collections for checkout use outside the library. Check one or more of the suggestions below to meet this standard.

- ☐ Cake pans
- ☐ Art prints
- ☐ Tablets
- ☐ Wireless hotspots
- ☐ Other (List no more than one) _____

Section 5: Library Access – Virtual Spaces

35. _____ (Tier 1) (FY24) The library offers public access Internet-enabled devices and staff trained in their use. Public access devices are located in a public area and designated exclusively for public use.
Report the number of Internet-enabled devices (LINE F39) _____

36. _____ (Tier 1) (FY24, FY23, FY22) The library counts the total number of public uses of Internet-enabled devices in the library.

Report the annual public use of Internet-enabled devices for the past three years.

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

37. _____ (Tier 1) The library provides a printer for public use. The printer may be a shared staff/public device.
Enter make and model of printer_____

38. _____ (Tier 2) The library provides wireless Internet access for its customers.

39. _____ (Tier 3) The library maintains a current website. A social media page on a site such as Facebook does NOT meet this standard.

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 resources

Enter the URL of the library's website: _____

40. _____ The library budgets for computer replacement on a regular basis.
41. _____ The library sets aside a separate computer location for use by children and/or young adults.

42. _____ The library provides computer and/or Internet training for its customers.

43. _____ The library has access to broadband Internet access. Broadband Internet is defined by the FCC as 25 Megabits per second (Mbps) download speed and 3 Mbps upload.

Library's download speed _____ (Must be at least 25 Mbps to meet standard)
Library's upload speed_____ (Must be at least 3 Mbps to meet standard)

44. _____ The library provides access to and promotes online database products.
List the name of one of the library's online database products (Bridges does not meet this standard):
_____

45. _____ The library provides access to and promotes a downloadable materials collection.
List the name of one of the library's downloadable materials collections (Belonging to the Bridges consortium will meet this standard) _____

46. _____ The library provides access to digitized local collections. To meet the standard, the library can either digitize the collection or contract with another entity that has digitized the collection.
List the name of one of the library's digitized local collections _____

Section 6: Library Access – Physical Spaces

47. _____ (Tier 1) The library has a telephone with voice mail capability that announces current hours, holidays, and other non-scheduled closures.

48. _____ (Tier 1) The library has an email address.

49. _____ (Tier 1) Library hours are posted and fixed based on users' and potential users' available time. This standard is based on a typical week, one in which the library is open regular hours with no holidays. A typical week does not include summer hours or closures because of COVID-19 or other reasons.
To satisfy this standard the library must be open:

- ☐ A minimum of 10 hours per week and at least one hour during each of the following times:
- ☐ At least one morning (12am to 12pm)
- ☐ At least one afternoon (12pm to 5pm)
- ☐ At least one evening (until 6pm)
- ☐ Saturday and/or Sunday

Branches: Library systems with branches in the same jurisdiction may use all locations to meet the standard. For example, only one branch needs to be open in the morning to meet the standard.

50. _____ (Tier 1) The library provides reference and readers' advisory service to residents of all ages.

51. _____ (Tier 1) The library has a current and maintained catalog of its holdings that is easy to use and independently accessible by the public. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. In order to meet this standard, the catalog must include a way to search the library' collection by all the methods listed below:

❖ Author
❖ Title
❖ Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

Check the description below that best matches your catalog and provide the corresponding supporting documentation. Choose no more than one from the list below.

☐ Catalog is offline only (card catalog, etc.). Provide a picture of the catalog.
☐ Catalog is online but not accessible on the web. Provide vendor and product name: _____
☐ Catalog is available on the web. Provide the link: _____

52. _____ (Tier 2) The library has a current and maintained ONLINE catalog of its holdings that is easy to use and independently accessible by the public. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. Libraries that meet this standard automatically meet standard #51. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below.

❖ Author
❖ Title
❖ Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

Check the description below that best matches your catalog. Vendor name or link will be taken from your answer to Standard #51. Choose no more than one from the list below:

☐ Catalog is online but not accessible on the web.
☐ Catalog is available on the web.

53. _____ (Tier 2) The library provides interlibrary loan services to customers of all ages. The library submits its holdings information to shared databases (such as OCLC or SILO) and participates as a lender and a borrower.

54. _____ (Tier 2) Minimum days and hours of service comply with the chart below. This standard is based on a typical week, one in which the library is open regular hours with no holidays. A typical week does not include summer hours or closures because of COVID-19 or other reasons.

Branches: Library systems with branches may use the non-duplicated branch hours of branches within the same jurisdiction to meet the standard. For example, if the main library is open 9am to 7pm, and a branch is open 12 pm to 9pm, the library system is considered to provide service from 9am to 9pm.

Enter number of days open per typical week: _____

Enter number of hours open per typical week: _____

See table below for minimum requirements to meet standard 54.

Size	Population	Minimum Required Days and Hours Open
A	Under 500	4 days/20 hours
B	500-999	4 days/20 hours
C	1,000-2,499	5 days/20 hours
D	2,500-4,999	5 days/29 hours
E	5,000-9,999	5 days/41 hours
F	10,000-24,999	6 days/51 hours
G	25,000-49,999	6 days/55 hours
H	50,000 and above	6 days/61 hours

55. _____ (Tier 2) The library has allocated space for child and family use with all materials readily available and provides furniture designed for children's use.

56. _____ (Tier 3) The library's ONLINE catalog is REMOTELY available to users. Access to the SILO locator does not meet this standard. Libraries that meet this standard also meet standards #51 and #52. The catalog link must be on the library's web page. The ink will be taken from your answer to Standard #51. In order to meet this standard, the catalog must include a way to search the library' collection by all of the methods listed below:

- ❖ Author
- ❖ Title
- ❖ Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

57. _____ (Tier 3) All the library's services are available when the library is open.

58. _____ Residents of the community have free access to tax-supported public library services.

59. _____ The library provides the necessary equipment to use any audiovisual materials.

60. _____ The library provides inside directional signs. The library provides outdoor signs that identify the building as a public library including the library's service hours.

61. _____ The library provides trained staff who are knowledgeable about reference print and electronic resources and who are able to assist customers of all ages during all open hours. Note: The library does not need to have reference librarians to meet this standard, but existing staff are trained in the use of reference resources.

62. _____ The building has public meeting space available for library programming and for use by other community groups. The meeting space should be a separate room to meet this standard.

63. _____ The library allocates space and furniture for young adults with all materials readily available.

64. _____ The library has a makerspace.

To meet this standard, describe the makerspace services provided by the library: _____
_____

65. _____ The library provides self-service or other kinds of automated equipment used to increase efficiency.
To meet this standard, describe the self-service and/or automated services provided by the library: _____
_____

66. _____ The library allows patrons to make payments using debit or credit cards.

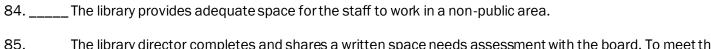## Section 7: Library Programming and Community Relations

67. _____ (Tier 1) The library provides a summer reading program for children they serve, or cooperates with other libraries or agencies to provide the program. A library that participates in the State Library's Summer Library Program meets this standard. Children are defined as persons 11 years of age or younger.

68. _____ (Tier 2) The library provides free programming for library customers or cooperates with other agencies to provide the programming.

69. _____ (Tier 2) The library promotes its collections and services by using a variety of approaches to publicity. To meet this standard check at least four items.

- ☐ Annual reports attractively packaged and made available to the public
- ☐ Attractive and frequently changed exhibits, displays, and bulletin boards
- ☐ Newspaper articles, columns, or ads
- ☐ Posters, flyers, brochures, and bookmarks advertising library services
- ☐ Social networking presence (Facebook, Pinterest, Twitter, blogs, etc.)
- ☐ TV and/or radio exposure
- ☐ Visually appealing printed materials and graphics
- ☐ Website
- ☐ Walk-throughs in the library to assess the image it projects
- ☐ Others (list) _____

70. _____ (Tier 2) The library develops community relations by regularly communicating with elected officials, business leaders, and civic organizations. To meet this standard check at least two items.

- ☐ Attend city council meetings other than when making a budget request
- ☐ Give presentations to community groups and organizations
- ☐ Invite city council to meet in the library
- ☐ Participate in community organizations and activities
- ☐ Serve as a bridge to bring different types of people together
- ☐ Regularly assess community assets and needs
- ☐ Include local leaders in library planning
- ☐ Participate in city planning
- ☐ Other (list)_____

71. _____ The library offers outreach services. Outreach service includes collections and programming provided at other community locations.

Describe one of the outreach services provided by the library: _____

_____

72. _____ The library provides children's programming free of charge or cooperates with other agencies to provide the programming. Providing a summer reading program only does not meet this standard. Children are age 11 and younger for the purpose of this standard.

73. _____ The library provides young adult programming free of charge or cooperates with other agencies to provide the programming. Young adults are age 12-18 for the purpose of this standard.

74. _____ The library provides adult programming free of charge or cooperates with other agencies to provide the programming. Adults are age 19 and older for the purpose of this standard.

75. _____ The library collaborates with other organizations, including agencies that serve special populations, to improve library service.

   Describe one of the library collaborations to meet this standard: _____

   _____

76. _____ The library accepts requests for reserves for library materials from cardholders of all ages in person, by telephone, or electronically (includes e-mail).

77. _____ The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities. To meet this standard at least four items must be checked.

- ☐ Accessible meeting rooms
- ☐ Braille materials
- ☐ Enhanced computer displays for visually impaired
- ☐ Hearing augmentation system in meeting room
- ☐ Home delivery of materials
- ☐ Interpreters for the hearing impaired
- ☐ Large Print materials
- ☐ Minimum space between shelving stacks of 36"
- ☐ Story times and programs in accessible meeting rooms or outside the library
- ☐ Others (list) _____

SECTION 8: LIBRARY FACILITY

78. _____ (Tier 1) The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant.

79. _____ (Tier 1) (FY24, FY23, FY22) The library determines the number of people who come into the library each year. (Also known as door count)

Report Annual Library Visits for the past three years:
- ❖ FY24 (LINE F35) _____
- ❖ FY23 (LINE F35) _____
- ❖ FY22 (LINE F37) _____

80. _____ (Tier 1) The library board and director shall review at least one of the four priorities from the ADA Checklist for Existing Facilities at least every three years. To meet this standard:

- ❖ The library board must review at least one of the four priority checklists
- ❖ The board review date of at least one of the four priority checklists must be February 1, 2022 or later
- ❖ The library must submit a completed copy of at least one of four priority checklists to the State Library
  - • Please do not submit photos. We only need a copy of the checklist.

81. _____ The library provides adequate and convenient parking to the library's customers on or adjacent to the library's site. One parking space is available for every 500 square feet of building.

82. _____ The library provides adequate handicapped accessible parking spaces in compliance with the table below.

Total Parking	Required Minimum Number of Accessible Spaces (ADA Accessibility Guidelines)
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5

83. _____ The library provides adequate public reader seating space based on the chart below.

Population	Seats per 1,000 population
Up to 10,000	5.00
10,001 to 25,000	4.50
25,001 to 50,000	3.00
50,001 to 100,000	2.25
100,001 to 250,000	1.50

84. _____ The library provides adequate space for the staff to work in a non-public area.

85. _____ The library director completes and shares a written space needs assessment with the board. To meet this standard, the assessment should be dated no older than February 1, 2020.

Request for Supporting Documentation (FY26)

Due February 28, 2025

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 if you need an alternative way to send in your files.

NOTE: You only need to send in the following 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, 2022 or later.

☐ Standard 7 (Tier 1) – One copy each of the policies listed below. Policy creation or review date must be dated February 1, 2022 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
    ☐ Internet Use Policy
    ☐ Personnel Policy

☐ Standard 17 (Tier 2) – One current copy of the library's plan. Must be current - coverage through 2025 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.

☐ Complete the Accreditation Application Signature Page: After submitting the application, the Library Director and Board President must complete the Signature Page certifying that the data is correct to the best of their knowledge.

  However, completing this signature page **does not** automatically complete your library's accreditation application form. Your accreditation application requires three steps to be complete and fully submitted for review:

    ☐ Application submitted in Bibliostat.
    ☐ Supporting documents uploaded.
    ☐ Signature page filed with both required signatures.
    ☐ The link for the signature page can be found on our website [here](#).