



## Verification Requirements for Accreditation Application

The tables below list all verification requirements for your library's Accreditation Application. If a standard is not listed, verification is not required at this time. There are three methods of data verification:

1. **Data Imported from the Annual Survey:** WhoFi will automatically prefill this data.
2. **Data Entered into the Accreditation Application Form:** There will be space on the application form in WhoFi for the library to manually enter the requested data.
3. **Supporting Documentation Upload Form:** The library will upload electronic copies of documents into an online form, separate from the Accreditation Application Form.

To save space, only summaries of the standards are given below. For the full information on each standard refer to the current edition of *In Service to Iowa: Public Library Standards*.

For more information on the Accreditation and Standards program, visit the State Library website at [Accreditation & Standards](#).

## Section 1: Library Governance

Standard Number	Tier Indicator	Standard Summary	Verification Method	Documentation Needed	Located?
1	1	Library is governed by a library board of trustees.	Supporting Documentation Upload	Current library ordinance	
2	1	Duties of the library board	Supporting Documentation Upload	Current library ordinance	
3	1	Board adopts an annual budget	Application Form Entry	Meeting date (include month, day, year) when board approved most recently completed library budget	
5	1	Bylaws	Supporting Documentation Upload	Trustee-approved copy of by-laws no more than three years old	
6	1	Board meeting frequency	Application Form Entry	List of board meeting dates for the past three completed fiscal years	
7	1	Four required written policies	Supporting Documentation Upload	Trustee-approved copies of four required policies - Circulation, Collection Development, Internet Use, Personnel - no more than three years old	
8	1	Ongoing board development opportunities	Application Form Entry	Briefly summarize board training for the past three completed fiscal years	
9	Non-Tier	Board adopts at least two additional policies	Application Form Entry	Check at least two additional policies from the list given	
10	Non-Tier	Library is funded by its county	Application Form Entry	Per capita OR cents per thousand funding amounts. Data may be found on the Iowa Library Statistics Page.	
11	Non-Tier	Trustees attend annual county-wide meetings	Application Form Entry	Dates of trustee county-wide meetings from the past three years	

## Section 2: Library Management

Standard Number	Tier Indicator	Standard Summary	Verification Method	Documentation Needed	Located?
14	1	Orientation program for new board members	Application Form Entry	Indicate participation in one or more of the opportunities listed	
16	2	Library keeps borrower registrations up to date	Application Form Entry	Indicate method of deleting inactive cards and date of last purge	
17	2	Library has a written plan	Supporting Documentation Upload	Copy of plan no more than 5 years old meeting requirements of Standard 17	
19	Non-Tier	Director attends county-wide meetings	Application Form Entry	Dates of director county-wide meetings from the past three years	

## Section 3: Library Personnel

Standard Number	Tier Indicator	Standard Summary	Verification Method	Documentation Needed	Located?
22	1	Director's performance evaluation	Application Form Entry	Director performance evaluation dates from the past three complete fiscal years	
24	2	Library employs paid staff	Annual Survey Import	Annual survey data	
25	3	Orientation program for new employees	Supporting Documentation Upload	Copy of checklist or other documentation of the orientation program	
26	Non-Tier	Staff performance evaluation	Supporting Documentation Upload	Blank copy of staff performance evaluation form	
27	Non-Tier	Funding for staff development	Application Form Entry	Annual amount spent on CE opportunities from the past three years	
28	Non-Tier	CE Participation for all staff	Application Form Entry	Check one or more opportunities from list	

## Section 4: Library Collections

Standard Number	Tier Indicator	Standard Summary	Verification Method	Documentation Needed	Located?
29	1	Library determines annual circulation	Annual Survey Import	Circulation data from most current three years	
30	1	Library provides access to news sources	Application Form Entry	Title of a provided news source	
31	3	Withdrawal of library materials	Annual Survey Import	Withdrawal information from most current three years	
32	3	Addition of library materials	Annual Survey Import	Addition information from most current three years	
33	Non-Tier	Materials for special needs groups	Application Form Entry	Check one or more items from list	
34	Non-Tier	Library provides non-traditional physical collections	Application Form Entry	Check one or more items from list	

## Section 5: Library Access – Virtual Spaces

Standard Number	Tier Indicator	Standard Summary	Verification Method	Documentation Needed	Located?
35	1	Offers public access Internet enabled devices	Annual Survey Import	Annual survey data	
36	1	Counts number of Internet uses	Annual Survey Import	Annual survey data	
37	1	Provides a printer for public use	Application Form Entry	Make and model of printer	
39	3	Provides a current website.	Application Form Entry	URL of website that meets the requirements of Standard 39	
43	Non-Tier	Access to broadband Internet	Application Form Entry	Upload and download speed	
44	Non-Tier	Provides access to online databases	Application Form Entry	Name of one online database	
45	Non-Tier	Provides access to downloadable resources	Application Form Entry	Name of one downloadable resource	
46	Non-Tier	Provides access to digitized local collections	Application Form Entry	Name of one digitized local collection	

## Section 6: Library Access – Physical Spaces

Standard Number	Tier Indicator	Standard Summary	Verification Method	Documentation Needed	Located?
51	1	Library has a current and maintained public access catalog	Application Form Entry	Web address if catalog is web accessible <ul style="list-style-type: none"> <li>• Vendor name if catalog is not web accessible</li> <li>• Photo of catalog if catalog is offline (such as a card catalog)</li> </ul>	
54	1	Minimum days and hours of service comply with Standard 54	Application Form Entry	Number of days and hours open per typical week	
64	Non-Tier	Library has a makerspace	Application Form Entry	Describe makerspace services provided	
65	Non-Tier	Library provides self-service or other kinds of automated equipment.	Application Form Entry	Describe the self-service or automated equipment provided	

## Section 7: Library Programming and Community Relations

Standard Number	Tier Indicator	Standard Summary	Verification Method	Documentation Needed	Located?
69	2	Library promotes its collections and services by using a variety of approaches to publicity	Application Form Entry	Check four or more items from list	
70	2	Library develops community relations	Application Form Entry	Check two or more items from list	
71	Non-Tier	Library offers outreach services	Application Form Entry	Describe outreach services offered	
75	Non-Tier	Collaboration with other community organizations to provide services	Application Form Entry	Describe at least one of the library collaborations	
77	Non-Tier	Library makes reasonable accommodations for library access	Application Form Entry	Check four or more items from list	

## Section 8: Library Facility

Standard Number	Tier Indicator	Standard Summary	Verification Method	Documentation Needed	Located?
78	1	Library has a book return	Supporting Documentation Upload	Submit a picture of the book return	
79	1	Library determines number of annual visits	Annual Survey Import	Annual survey data from most current three years	
80	1	Library board reviews ADA Checklist for Existing Facilities	Supporting Documentation Upload	Completed copy of one of the priorities from the checklist reviewed by the board of trustees within the past three years	