Checklist for Accreditation documentation

You will need to upload the following documents to support your voluntary accreditation application.

Essential

- #2 – Copy of city/county ordinance showing when library was legally established. (If renewal, we already have this.)
- #9 – Documentation of trustee continuing education: 15 hrs. at this level. Must be earned by more than one trustee.

Enhanced

- #35 – Copy of minutes or board meeting where bylaws were reviewed.
- #36 – Copy of minutes or board meeting where policies were reviewed, or link to policies on library website.
- #38 - Documentation of trustee continuing education: 30 hrs. at this level. Must be earned by more than one trustee. No more than 15 can be earned online.
- #42 – Copy a program evaluation. If renewal, one for each year (3 years) since last application. Program evaluation should focus on outcomes achieved (what good did you do?)—not just how much it cost and how many attendees.
- #44 – If your library doesn't charge a nonresident fee, copy of city/county board minutes where the topic was discussed.
- #53 – Copy of the library’s collection development policy, or link to CD policy the library website.
- #54 – Copy of the library’s technology plan or board minutes at which plan was reviewed.

Exemplary

- #61 – Copy of the minutes of board meeting where the director was evaluated.
- #63 - Documentation of trustee continuing education: 45 hrs. at this level. Must be earned by more than one trustee. No more than 15 can be earned online.
- #54 – Copy of the library’s strategic plan, or link to the plan on the library website.
- #66 - Copies of one teen, one adult, and one children's program evaluation. If renewal, one for each year (3 years) for each age group since last application (total of nine evaluations). Program evaluations should focus on outcomes achieved (what good did you do?)—not just how much it cost and how many attendees.
- #77 – Copy of the library’s marketing/public relations plan, or link to the plan on the library website.