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 *(total of three evaluations)*. 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.
- #64 – 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.
- #79 – Copy of the actual survey; library board minutes where survey results were discussed.