

## 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 on file.)
- #10 – Documentation of **trustee continuing education**: 15 hours at this level. Must be earned by more than one trustee.

### Enhanced

- #36 – Copy of minutes of the board meeting where **bylaws** were reviewed.
- #37 – Copy of minutes of the board meeting where **policies** were reviewed, or link to policies on library website.
- #39 - Documentation of **trustee continuing education**: 30 hours at this level. Must be earned by more than one trustee. No more than 20 hours can be earned online.
- #43 – Copy of 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.
- #45 – *If your library does not charge a nonresident fee*, copy of the city/county board minutes where the topic was discussed.
- #54 – Copy of the library’s **collection development policy**, or link to CD policy the library website.
- #55 – Copy of the library’s **technology plan** or board minutes at which plan was reviewed.

### Exemplary

- #62 – Copy of the minutes of board meeting where the **director was evaluated**.
- #64 – Documentation of **trustee continuing education**: 45 hours at this level. Must be earned by more than one trustee. No more than 30 can be earned online.
- #65 – Copy of the library’s **strategic plan**, or link to the plan on the library website.
- #67 – 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** or library board minutes where survey results were discussed.

## Sample schedule for a stress-free accreditation application

	Essential	Enhanced	Exemplary
Year 1	<input type="checkbox"/> Trustees earn at least 5 CE hours (#10)	<input type="checkbox"/> Trustees earn at least 10 CE hours (#39) <input type="checkbox"/> Review one library program (#43)	<input type="checkbox"/> Evaluate library director (#62) <input type="checkbox"/> Send a board member to library education event (#63) <input type="checkbox"/> Trustees earn at least 15 CE hours (#64) <input type="checkbox"/> Review three programs: 1 child, 1 teen, 1 adult (#67) <input type="checkbox"/> Evaluate employee performance (#69)
Year 2	<input type="checkbox"/> Trustees earn at least 5 CE hours (#10)	<input type="checkbox"/> Trustees earn at least 10 CE hours (#39) <input type="checkbox"/> Review one library program (#43)	<input type="checkbox"/> Evaluate library director (#62) <input type="checkbox"/> Send a board member to library education event (#63) <input type="checkbox"/> Trustees earn at least 15 CE hours (#64) <input type="checkbox"/> Review three programs: 1 child, 1 teen, 1 adult (#67) <input type="checkbox"/> Evaluate employee performance (#69)
Year 3	<input type="checkbox"/> Trustees earn at least 5 CE hours (#10)	<input type="checkbox"/> Trustees earn at least 10 CE hours (#39) <input type="checkbox"/> Review one library program (#43)	<input type="checkbox"/> Evaluate library director (#62) <input type="checkbox"/> Send a board member to library education event (#63) <input type="checkbox"/> Trustees earn at least 15 CE hours (#64) <input type="checkbox"/> Review three programs: 1 child, 1 teen, 1 adult (#67) <input type="checkbox"/> Evaluate employee performance (#69)
Once in three years	<input type="checkbox"/> Director: renew certification (#16)	<input type="checkbox"/> Director: renew certification (#16) <input type="checkbox"/> Review bylaws (#36) <input type="checkbox"/> Review public service policies (#37) <input type="checkbox"/> Update registration records (#40) <input type="checkbox"/> Review nonresident fee (#45) <input type="checkbox"/> Review collection development policy (#54) <input type="checkbox"/> Review technology plan (#55)	<input type="checkbox"/> Director: renew certification (#16) <input type="checkbox"/> Review bylaws (#36) <input type="checkbox"/> Review public service policies (#37) <input type="checkbox"/> Update registration records (#40) <input type="checkbox"/> Review nonresident fee (#45) <input type="checkbox"/> Review collection development policy (#54) <input type="checkbox"/> Review technology plan (#55) <input type="checkbox"/> Review strategic plan (#65) <input type="checkbox"/> Review marketing plan (#77) <input type="checkbox"/> Survey community regarding library services (#79)