

## APPENDIX C – REQUIRED DOCUMENTATION FOR CERTIFICATION

STANDARD #	DOCUMENT
1	<input type="checkbox"/> Copy of the current list of Board members, stating name, contact information, term (first, second or finishing someone else's term), and when the current term expires
2	<input type="checkbox"/> Copy of current library board bylaws that mention adherence to UCA 52-4-201 and which specifically mentions electronic meetings, if applicable. If bylaws are not available, copy of city/county rule for public boards adherence to state law.
3	<input type="checkbox"/> Copy of the current long-range plan or strategic plan
4	<input type="checkbox"/> Copy of the current internet and online access policy
5	<input type="checkbox"/> Copy of the agenda of the trustee training, stating date and place, and copy of the attendance sheet
6	Your consultant will check: <input type="checkbox"/> Library's website <input type="checkbox"/> Document available to the public at the service desk
7	Copy of the latest: <input type="checkbox"/> CLEF expenditure report <input type="checkbox"/> Statistical annual report <input type="checkbox"/> Summer reading program evaluation report
8	<input type="checkbox"/> Copy of the most recent statistical annual report
9	<input type="checkbox"/> Copy of the most recent statistical annual report
10	None
11	<input type="checkbox"/> Copy of the list of trainings including: date of training, name/topic of the training, number of library staff attendees, and number of hours of each training
12	None
13	<input type="checkbox"/> Name of current ILS
14	Your consultant will check the library's website for all 5 of the items noted in the standard: <input type="checkbox"/> Director Info <input type="checkbox"/> Programs <input type="checkbox"/> OPAC <input type="checkbox"/> UOL <input type="checkbox"/> Reference/Assistance
15	<input type="checkbox"/> Your consultant will check the library's website or the posted hours on the building
16	<input type="checkbox"/> Copy of the current collection development policy that contains ALL of the items listed in the standard.
17	None
18	<input type="checkbox"/> Using a patron computer, go to <a href="http://speedtest.uen.net">http://speedtest.uen.net</a> and run test. Print the results pages that indicate speed, date and time of test
19	<input type="checkbox"/> Copy of <i>Building Inspection Checklist</i> for each library location