



October 26, 2021

Directors: Verify Your Library's Information in the Iowa Library Directory

Login to Make Updates or Changes

Directors, please review your library's information in the Iowa Library Directory and verify it for accuracy. If changes need to be made, your library has a unique login that allows you to make updates within the directory itself. Read on for more information and instructions.

The Iowa Library Directory is an important resource for the State Library, your fellow libraries, and the public. The directory serves as the definitive source for information about every Iowa library and allows the public to find and connect with their local public library.

The directory also centralizes information about a library's participation in various State Library programs. Many of the State Library's email lists (such as those for public library directors, youth services librarians, and library board members) are built on the information found in the directory. Regular review and updates to the directory ensures important messages about State Library programs and resources will be successfully delivered to the appropriate person.

How to Review and Update Your Library's Information

To review and make updates to your library's directory information, you must log in with a username and password unique to your library. If you are unsure of your library's username or password, contact your [District LRT](#).

Once you have your username and password in hand, login at the link below:

1. [Login to the Iowa Library Directory](#) (Bookmark this link for the future)
2. Click on "My Library"
3. Review and update information in the fields if necessary. Some fields are prefilled by the State Library and locked for editing. But fields such as contact information, hours, website, board members, etc. can and should be checked and updated on a regular basis. A red asterisk indicates a required field.
4. To review and update library board members, click on the "Board/Trustees" tab.
5. Scroll down to the bottom of the page and click Submit.

At the bottom of the "My Library" tab, you'll notice information about your library's participation in State Library programs, including Enrich Iowa, Accreditation, Bridges, the Annual Survey, and more.

Thank you in advance for taking the time to review your library's information in the directory! The information in this email is also available on the State Library website at the link below:

[Iowa Library Directory Information](#)

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