

# ALA Policy Manual

The ALA Policy Manual includes brief statements of policies adopted by the ALA Council.

The full text of pertinent position statements, policies, and procedures is retained in the “Current Reference File” at ALA Headquarters. Outdated policies will be retained in an historical file at the ALA Headquarters. Both of these files will be available at the ALA Headquarters and at the Midwinter and Annual meetings.

The ALA Policy Manual is divided into two sections: *Organization and Operational Policies*, and *Positions and Public Policy Statements*.

Where ALA has made a position statement applicable to the operation of libraries, ALA accepts that statement for its own relevant operations.

## Contents

### Section One:

#### Organization and Operational Policies

- 1 Mission, Priority Areas, Goals
- 2 Membership
- 3 Trustees
- 4 Elections and Appointments
- 5 Council
- 6 Units, Committees, Etc.
- 7 Conferences and Meetings
- 8 Finances
- 9 Relationships to Other Organizations
- 10 Headquarters and Publications
- 11 Awards
- 12 Organization Membership Dues and Perquisites

### Section Two:

#### Positions and Public Policy Statements

- 50 National Information Services and Responsibilities
- 51 Federal Legislative Policy
- 52 Services and Responsibilities of Libraries
- 53 Intellectual Freedom
- 54 Library Personnel Practices
- 55 Standards and Guidelines
- 56 Library Education
- 57 Research and Statistics
- 58 International Relations
- 59 Public Relations
- 60 Minority Concerns
- 61 Library Services for the Poor
- Index

## SECTION ONE: ORGANIZATION AND OPERATIONAL POLICIES

### 1. MISSION, PRIORITY AREAS, GOALS

#### 1.1 Introduction

Any organization as large, diverse, and dynamic as ALA must periodically reassess priorities in order to make progress in selected areas determined to be of prime concern to its members. The diversity of the membership dictates a wide range of interests that frequently overlap or complement one another. Nonetheless, we can identify overriding priorities that ALA should pursue vigorously within the United States and coordinate with groups abroad. Only such focusing of efforts and the subsequent allocation of Association funds and evaluation of its activities can ensure needed progress within the profession.

ALA recognizes its broad social responsibilities. The broad social responsibilities of the American Library Association are defined in terms of the contribution that librarianship can make in ameliorating or solving the critical problems of society; support for efforts to help inform and educate the people of the United States on these problems and to encourage them to examine the many views on and the facts regarding each problem; and the willingness of ALA to take a position on current critical issues with the relationship to libraries and library service set forth in the position statement.

ALA promotes the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all.

(See also Library Personnel Practices [54]; Intellectual Freedom [53]; Federal Legislative Policy [51]; and Services and Responsibilities of Libraries [52]; “Current Reference File”: Realities, a report from the ALA Task Force on Excellence in Education.)

#### 1.2 Mission

The mission of the American Library Association is to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.

#### 1.3 Vision

ALA is the leading advocate for:

- The value of libraries and librarians in connecting people to recorded knowledge in all forms.
- The public’s right to a free and open information society. (See “Current Reference File”: ALA Ahead to 2010: 2004–2005 ALA CD#31.2)

#### 1.4 Key Action Areas

- Diversity
- Equitable Access to Information and Library Services

- Education and Lifelong Learning
- Intellectual Freedom
- Advocacy for Libraries and the Profession
- Literacy
- Organizational Excellence

(Approved annually since 1997 by the ALA Council as the “programmatic priorities” of the Association. See “Current Reference File”: ALA Programmatic Priorities: 2005–2006 ALA CD 13)

### 1.5 Goals and Objectives

The goals presented are intended to guide the Association for the next five years. The goal statements answer the question: “What would constitute success?” For each goal, draft strategic objectives are defined. These strategic objectives provide the bridge between the goals and specific strategies and action plans.

Goal Area I: Advocacy/Value of the Profession

Goal Statement: ALA and its members are the leading advocates for libraries and the library profession.

Strategic Objectives:

- 1) Increase support for research and evaluation to provide evidence regarding the value and impact of libraries.
- 2) Increase public awareness of the value and impact of libraries of all types.
- 3) Increase public awareness of the value and impact of librarians and library staff.
- 4) Mobilize, support and sustain grassroots advocacy for libraries and library funding at local, state, and federal levels.
- 5) Increase collaboration on securing legislation favorable to libraries.
- 6) Increase public awareness of the importance of intellectual freedom and privacy, and the role of libraries in a democracy.

Goal Area II: Education

Goal Statement: Through its leadership, ALA ensures the highest quality graduate and continuing education opportunities for librarians and library staff.

Strategic Objectives:

- 1) Ensure that accreditation standards reflect the needs and core values of the profession.
- 2) Increase availability of and access to continuing education and continuous learning opportunities for librarians and library staff.
- 3) Make ALA continuing education programs and publications affordable and accessible in a wide variety of media and formats.
- 4) Establish standards for educational programs for library support staff.

Goal Area III: Public Policy

Goal Statement: ALA plays a key role in the formulation of national and international policies that affect library and information services.

Strategic Objectives:

- 1) Increase ALA’s promotion of all forms of literacy.
- 2) Increase ALA’s influence in promoting First Amendment rights, intellectual freedom and privacy.
- 3) Increase ALA’s influence in promoting equity of access and fair use.
- 4) Increase ALA’s influence in promoting the preservation of our cultural heritage.
- 5) Support grassroots efforts to influence local, state and federal policies and standards that affect library and information services.
- 6) Increase understanding of international issues affecting library and information services and generate support for international partnerships that strengthen library and information services.

**Goal Area IV: Building the Profession**

Goal Statement: ALA is a leader in recruiting and developing a highly qualified and diverse library work force.

**Strategic Objectives:**

- 1) Increase leadership development opportunities for librarians and library staff.
- 2) Increase the diversity of the library profession and workforce to reflect a changing population.
- 3) Support nationwide efforts to increase recruitment and retention of librarians and library staff.
- 4) Support efforts to increase career development opportunities for all librarians and library staff.
- 5) Through ALA-APA, advocate for improved compensation for librarians and library staff.

**Goal Area V: Membership**

Goal Statement: Members receive outstanding value for their ALA membership.

**Strategic Objectives:**

- 1) Increase the value of the Association to its members through identifying and responding to changing member needs.
- 2) Increase opportunities for association involvement that are customized to individual interests.
- 3) Increase opportunities for electronic and virtual involvement in association activities.
- 4) Provide high quality programs, workshops, and publications in print and electronic format.
- 5) Effectively communicate the value of association, division and round table membership.

**Goal Area VI: Organizational Excellence**

Goal Statement: ALA is an inclusive, effectively governed, well-managed, and financially strong organization.

**Strategic Objectives:**

- 1) Increase ALA's ability to respond effectively to a changing environment.
- 2) Increase the amount and diversity of revenue sources to support ALA programs and services and meet current and future member needs.
- 3) Continuously improve ALA's technology capabilities in order to achieve the association's goals and meet member needs.
- 4) Increase and improve communications, cooperation and collaboration throughout the association, its divisions and round tables.
- 5) Provide greater opportunities for more members to assume leadership positions within the organization.
- 6) Strengthen efforts to recruit and retain members.

(See "Current Reference File": ALA Ahead to 2010, 2004–2005 ALA CD#31.2)

**2. MEMBERSHIP****2.1 Honorary ALA Membership**

The ALA Executive Board has sole authority to nominate honorary members. In making nominations, it shall give consideration to those recommended to it by the boards of divisions. Divisions may confer honorary membership only upon those chosen as honorary members of ALA.

**2.2 Membership: Suspension of**

The Executive Board shall suspend from membership in the American Library Association any member who or which shall have been found by competent government authority to have violated any federal, state, or local civil rights law, such suspension to continue until such time as the Executive

Board has been satisfied that the member is in full compliance with the law.

**3. TRUSTEES****3.1 Trustees and the American Library Association**

The American Library Association reaffirms its interest in building a strong lay membership component of the Association in order to provide more effective leadership and guidance for American libraries.

**3.2 Fair Representation on Library Boards**

The American Library Association supports fair demographic, age group, socio-economic, ethnic, and racial minority representation on the governing boards of public libraries.

**3.3 Reimbursement of Conference Expenses of Trustees**

The American Library Association supports reimbursement of conference and meeting expenses incurred by trustees in the course of participation in ALA as legitimate and desirable budget expenditures by the local public library.

**4. ELECTIONS AND APPOINTMENTS AND ATTENDANT RESPONSIBILITIES****4.1 Vote Tallies: Publication**

A complete report of the votes cast for the candidates for Councilor-at-Large and officers of ALA shall be listed in *American Libraries*.

**4.2 Candidates: Statements of Concern**

The ALA ballots for the positions of ALA officers and Councilors shall be accompanied by a short statement of the candidates' professional concerns.

**4.3 Executive Board Vacancies**

When a vacancy exists on the Executive Board for which an election is to be held, the two candidates receiving the highest and second highest number of votes are elected to regular three-year terms and the candidate receiving the third highest number of votes is elected to fill the vacancy. The same procedure applies should there be more than one vacancy.

**4.4 Member Service Policy**

No person shall concurrently serve in more than three separate positions. Governing board, committee, liaison, subcommittee, and other responsibilities which require service in another position (e.g., service on a committee which entails assembly representation) are not in conflict with this policy. Appointment procedures and forms used at all stages of the appointment process shall remind members of their responsibility to adhere to this policy.

**4.5 Requirements for Committee Service**

With the exception of virtual members, members of all ALA and unit committees are expected to attend all meetings. Failure to attend two consecutive meetings or groups of meetings (defined as all meetings of a committee that take place at one Midwinter Meeting or Annual Conference) without an explanation acceptable to the committee chair constitutes grounds for removal upon request by the chair to and approval of the appropriate appointing official or governing board.

**4.6 Conflict of Interest: Executive Board**

Members of the Executive Board shall not use their Board or Association relationships for their personal gain. To ensure recognition of this respon-

sibility, any Board member aware of a conflict of interest with a matter coming before the Board or any of its committees shall bring this to the attention of the Board or committee, shall not vote on the subject or attempt to influence the vote of others and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the Minutes of such meetings.

(See "Current Reference File" for full statement adopted by Council, June 30, 1980, which is read at every first meeting of the new Board.)

**4.7 Members Serving as Independent Contractors**

ALA may secure the services of members on a fee for service basis as independent contractors. Members who serve as independent contractors will enter into contractual arrangements to provide services to ALA or any of its units or components. In the Association-contractor relationship, the contract will include mutually agreed-upon parameters for the work of the member contractor. The member as contractor reports to and is accountable to the Association's project director. The contractual arrangement may also provide for reimbursement of expenses.

**4.8 Amendments to Constitution and/or Bylaws**

Amendments to the Constitution and/or Bylaws, when placed on the ballot, will be accompanied by pro and con statements of not more than 250 words each, such statements to be prepared by two Council members (who voted on opposite sides of the issue as indicated by their voting record) appointed by the president. Since two affirmative votes of Council at consecutive meetings are required to pass an amendment to the ALA Constitution, the voting records for both required votes should be consulted to ensure that councilors are identified to prepare the pro and con statements for the ballot.

**5. COUNCIL****5.1 Relationships of Executive Board and Council**

The Executive Board shall send to members of Council copies of the full minutes of all its meetings, together with any explanatory or other statements on matters coming before Council for action. Biennially, the Executive Board shall prepare and submit to Council a progress report on the health of the Association. This report shall bring together the data needed to assess the Association's progress in accomplishing its objectives.

**5.2 Motions for Council Action**

A Council motion which has fiscal implications must be submitted to the Executive Director and BARC 24 hours before it is to be voted on.\* The Budget Analysis and Review Committee (BARC) shall provide estimated fiscal information, or indicate that there is insufficient time to get such information, or that the motion is not specific enough to enable BARC to estimate the costs involved. If a solution would impose specific assignments on a division, it will be reviewed by BARC with the division board of directors to assess the finan-

\*If there are fewer than 24 hours between the adjournment of Council II and the convening hour of Council III, resolutions may be submitted within 90 minutes following adjournment of Council II. (Adopted by Council July 1988)

cial needs in that assignment; BARC will report to Council recommended budgetary adjustments necessary to implement that assignment. BARC's report on all resolutions with fiscal implications will be given to Council prior to final Council action. BARC shall consider all resolutions referred to it and report to Council no later than the last Council session of that meeting whether a determination has been made or when it will be made. Any ALA Committee chair reporting recommendations to the Council may move any action items in the report.

### 5.3 Council Resolutions: Guidelines for Preparation of Resolutions to Council

The following guidelines are addressed to individuals and units preparing resolutions to come before Council.

Definition: A resolution is a main motion, phrased formally, with (a) *whereas* clauses, (stating the background and reasons for a proposed policy, advocacy position, or action), followed by (b) *Resolved* clauses in numbered order (stating the proposed policy, advocacy position, or action).

#### CONTENT:

- 1) A resolution must be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the assembly.
- 2) Resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder and provide specific contact information from submitting parties. A resolution without a sponsor will not be presented.
- 3) The resolution should address a specific topic or issue, use concise direct language, conform to proper grammar, and present an affirmative identifiable action.
- 4) The terms used in a resolution should be readily understandable or have specific definitions.
- 5) The intent, objective or goal of the resolution should be clear and purposeful.
- 6) Resolutions should clearly support ALA's mission, core values and/or strategic directions.
- 7) All *whereas* clauses that relate to an ALA policy, must include a parenthetical notation of the title of the policy and the section where it can be found in the ALA Handbook of Organization.
- 8) If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.
- 9) Resolved clauses at the end of a resolution gain in clarity, brevity and are easier to read by following the resolution methodology of Congress and other deliberative bodies. The new suggested wording states the resolved phrase only once: "Now therefore be it resolved by the [acting body, e.g. ALA, some committee etc.], that..." after which each separate resolved is stated directly in numbered order without repeating "be it resolved by..."
- 10) All "Resolved" clauses within a resolution should also use the objective, rather than the subjunctive (e.g. "Now therefore be it resolved by the [American Library Association], that, 1. *Supports*... 2. *Provides* ..." NOT the subjunctive form of the verb "Resolved that the American Library Association, 1. Support... 2. Provide...")
- 11) If the resolution is addressed to or refers to a specific group or groups, it shall name in full the group or groups in both the 'resolved' and 'whereas' clauses followed by the acronym in parenthesis. Thereafter the acronym may be used.

#### PROCESS:

- 1) All resolutions submitted by Council members must be sent to the ALA Resolutions Committee for review and *must* be accompanied by a completed ALA Resolution Form.
  - 2) All resolutions must be submitted by either a voting member of Council or an ALA Committee chair; memorial resolutions, tributes, and testimonials are exempted.
  - 3) All resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder. Local telephone numbers must be given for movers and seconders.
  - 4) Resolutions must be submitted 24 hours prior to presentation to Council to allow time for reproduction and distribution. If there are fewer than 24 hours between the adjournment of Council II and the convening hour of Council III, resolutions may be submitted within 90 minutes following adjournment of Council II.
  - 5) The Resolutions Committee must submit to the Executive Director and the Budget Analysis and Review Committee (BARC) all resolutions deemed to have fiscal implications at least 24 hours before they appear on the Council agendas so that BARC can provide fiscal information as required in by ALA policy. Standing committees of ALA and Council presenting resolutions to Council will follow the same process of submission to the Executive Director and BARC. Committee resolutions need no second.
  - 6) Memorial resolutions, tributes, and testimonials are submitted to the Resolutions Committee but as not reviewed by the Committee. They will be presented to Council at the beginning of the last session of Council at each Midwinter Meeting and Annual Conference, and to the Membership at the beginning of the last Membership Meeting at each Annual Conference:
    - a) If copies are to be sent to other parties, the maker of the resolution shall provide names and addresses.
    - b) The Presiding officer will read the names of persons/organizations recognized by a formal resolution; the names will be displayed on the screen and copies of each resolution will be available at the information table.
    - c) *American Libraries* will carry an annual "memorial page" listing those members who have died since the preparation of the previous Conference Program.
  - 7) All members are urged to submit a resolution or resolutions prior to the Annual Conference or Midwinter Council meetings by communicating the resolution to the chair of Resolutions Committee through electronic mail.
  - 8) The Executive Director shall disseminate all adopted resolutions to identified and pertinent parties. Dissemination should occur as soon as possible, and not to exceed one month without explanation of the Executive Director to Council.
- (Revised: 1995 MW; 1999 AC; 2000 AC; 2003 AC; 2008 AC.)

### 5.4 Reporting the Implementation of Council Actions and Resolutions

At the first Council meeting of each Annual Conference and Midwinter Meeting, the ALA Executive Board or its delegate shall report to Council on the status of implementation of motions and resolutions

passed by Council during the preceding year. The report shall be entered in the Council minutes.

## 5.5 Policies on Council Procedures

### 5.5.1 Attendance

At each Council meeting, attendance shall be taken by checklist or roll call.

### 5.5.2 Council/Executive Board/Membership Information Session

At each Midwinter Meeting, there shall be at least one session of Council with the Executive Board for information only, to be held prior to other meetings of Council. Any member of the Association may participate in the information session. At each annual Conference, there shall be at least one joint session of Membership and Council with the Executive Board, for information only, to be held prior to other meetings of Council and Membership.

### 5.5.3 Agenda

The Executive Director, as Secretary of the Council, shall mail the agenda for a Council meeting, including such documentation as has been provided by members and units, to reach Council members not later than two weeks before such meetings. Minority reports shall be given to Council.

### 5.5.4 Reports

Matters and reports of a purely informational nature will be distributed to Council in writing. Oral reports will be confined to matters requiring Council action or which are requested by the Council or by the Executive Board.

### 5.5.5 Reports of Divisions

Annual reports from ALA division presidents shall be submitted to Council in writing for inclusion in the record of Council meetings.

### 5.5.6 Roll Call Votes

Action of the Council on matters of policy will be on roll call vote if the presiding officer so determines or on request from a Councilor. Results of roll call votes shall be published in *American Libraries* for the information of the membership. Results of other recorded votes shall be reported to membership.

### 5.5.7 Minutes

Minutes of Council meetings shall be approved for distribution by the President and President-elect and distributed promptly. Council members shall be requested to submit additions or corrections within 10 days of receipt of the minutes, such additions and corrections to be placed on the agenda of Council's next meeting, at which formal approval of the minutes shall take place.

## 5.6 Policy Manual/Monitoring Committee

Policy adopted by ALA Council shall be incorporated into a manual in simple, clear language, indexed for easy access, and made available in a format easily reproduced and updated. A Policy Monitoring Committee shall have prepared additions or changes in the Manual following each Annual Conference or Midwinter Meeting as may be required by motions and resolutions adopted by the Council following the guidelines (5.3), and shall review these additions and changes prior to publication. In instances of long reports and resolutions, it is the responsibility of the issuing committee to include an abstract statement or the exact language for the Policy Manual. The Policy Monitoring Committee will report to Council on the accomplishment of Council directives. The committee shall be responsible also for bringing to

the attention of Council outdated items to be retired from the Manual, and gaps in the presentation of policies upon which Council may wish to act. The committee shall review and advise on all unit organization policies to ensure that they are in compliance with Council-approved Association-wide policies.

## 6. UNITS, COMMITTEES, ETC.

### 6.1 Chapters

#### 6.1.1 ALA Responsibilities to Chapters

A statement of summary of conditions governing Chapter affiliations as stated in various ALA policies and the Constitution and Bylaws shall be sent to each Chapter for its acceptance as a certified statement of agreement between the Chapter and ALA.

#### 6.1.2 Effect of Unpaid Dues on Chapter Status

A Chapter which has not paid its dues as of March 1 of each year, and which continues such delinquency for one month after notice has been sent, is no longer a member and no longer entitled to have a Councilor, until such time as the Chapter resumes payment of dues.

#### 6.1.3 Library Issue Caucuses

Chapter Councilors and Councilors-at-Large should work together to establish library issue caucuses at state and regional library association and type of library association meetings with the goal of identifying, developing information, and communicating recommendations on library issues to ALA Council and/or other appropriate bodies.

### 6.2 New Units of ALA

#### 6.2.1 Petitions for Establishment of New Units of ALA

Minimum acceptable standards for petitions requesting the establishment of new divisions, round tables, and other units of ALA are: 1) The purpose of the petition shall be clearly stated on a single sheet attached to each group of signature pages. 2) Each signature page shall contain this statement: "I favor this petition to . . ." 3) Petitioners shall sign and give library affiliation legibly. Failure to do so may result in the invalidation of the petition. 4) Information about this format and a sample petition will be supplied from ALA headquarters to anyone inquiring. 5) Petitioners shall be personal members of ALA.

#### 6.3 Round Tables of ALA: Role and Function

Round Tables are provided for in the ALA Bylaws, Article VII.

- 1) *Role of Round Tables in ALA.* Round Tables may conduct continuing educational activities; study and discuss topics of concern to the Round Table; work with other ALA units on joint projects; issue publications with the advice, assistance, and approval of the ALA Publishing Committee; conduct projects and programs in the areas of the Round Table's purpose and recommend activities and policies to units of the Association, including Council.
- 2) *Policy Functions.* As noted in the ALA Constitution, Article VI, and the Bylaws, Article VII, three bodies—Council, the divisions, and the membership—have authority to determine and act for ALA in matters of policy. Recommendations of Round Tables regarding a lack of policy, a new policy, or changes in policy shall be forwarded to the appropriate body for action.

- 3) *Finances.* Round Tables shall not incur expenses on behalf of the Association except as authorized. Funds of Round Tables are in the custody of the ALA Executive Board, to be accounted for and disbursed by its designated officer only upon authorization of the Round Table officers. Any formal solicitation of funds by any ALA unit from outside organizations, agencies, groups of individuals, or others must be authorized by the ALA Executive Board or Executive Director. Acceptance of unsolicited funds shall be authorized by the Executive Director to assure that the terms and conditions are consistent with ALA policies. Contracts, grant agreements, project proposals, and similar financial documents shall be signed by the ALA Executive Director for all ALA activities and units.

- 4) *ALA Services to Round Tables.* ALA will supply to Round Tables such support services as: staff liaison and related staff services; maintenance of Round Table membership and subscription records; accounting services to include preparation of monthly budget reports and bill payment; preparing, distributing, and counting ballots for annual election of Round Table officers; services of the conference Arrangements Office, to include scheduling and announcement of Midwinter and Annual Conference meetings and other special events; cartage of materials to ALA meetings; services of the Public Information Office, including preparation and distribution of press releases; specialized reference services of the ALA Library; use of the ALA mailroom for routine and special mailings; storage of supplies, documents, and equipment at the ALA warehouse organization and storage of Round Table documents at ALA Library and archives.

Round Tables shall deposit at least two copies of all periodicals and other Round Table publications in the ALA Library.

Charges for data processing services, reproduction of materials, mailings, and similar support services will be charged to the Round Table at the same rate as to other units.

Staff liaison services are made available to Round Tables to aid the officers and members in coordinating projects and programs with other units, in handling financial obligations and records, in orienting new Round Table officers and groups, in determining procedures to expedite or conduct Round Table projects and programs, in administrative or secretarial phases of Round Table activities, and in planning activities.

- 5) *Round Table Services to ALA.* The ALA Round Tables through their programs and services implement and enhance the overall ALA program, further the Association's Goals and Priorities, and provide an added dimension to the ALA structure. All Round Tables are membership units which provide an additional avenue for membership discussion, opinion, and response. It is not currently possible for Round Tables to bear a charge which will cover the complete direct and indirect costs of services from ALA. ALA has adopted a schedule of charges based on a Round Table's total dues income. The assessment of each Round Table shall be based on the best estimate of services performed recently by Headquarters staff.

### 6.4 Divisions

#### 6.4.1 Policies of the American Library Association in Relation to its Membership Divisions

##### I. Preamble

The American Library Association (ALA) is unique among American associations in the manner in which it is structured. It is one association, with indivisible assets and a single set of uniform administrative, financial, and personnel policies and procedures. It is governed by one Council, from which its Executive Board is elected, and is managed by an Executive Director who serves at the pleasure of that Board. It is also the home for eleven Divisions, each of which has:

- a statement of responsibility developed by its members and approved by ALA Council;
- a set of goals and objectives established by its members, which drive its activities;
- an Executive Director and other personnel as necessary to carry out its programs;
- responsibility for generating revenue to support staff and carry out its programs; and,
- a separate Board of Directors, elected by its members, and responsible to ALA Council.

Divisions and all other units of ALA are inextricably interrelated in structure, personnel, resources, overall mission, and operations. All members of Divisions are first members of ALA. Their voluntary selection of Division membership is an indication of their special interests, in addition to their general concern for libraries and librarianship, and it demands the commitment of the Divisions to serve those special interests.

By this commitment, expressed in publications, conference programming, advisory services, and other educational activities germane to their mission statements, the Divisions serve the American Library Association as a whole. By supporting Division operations through the provision of space and services, ALA gives tangible evidence of its recognition of the importance of Divisions in meeting the needs of its members.

The nature of the relationships among the various ALA units is a dynamic one. Divisions and ALA are committed to maintaining a collaborative style of interaction and to remaining flexible enough to address the ever-changing issues facing libraries and librarians.

This collaborative model implies mutuality in all relationships, the ability of any aggregation of units to work together for the common good, and the co-existence of Division autonomy and ALA unity.

This policy document implies the need for a mutual understanding of the differences between Divisions and other ALA units, differences which are balanced by a similarity of interest and activity. It underscores the Divisions' willingness to support and contribute to ALA as a whole and their recognition of the interdependence of all ALA units.

These policies must be based on an appreciation by the total membership and by other ALA units of the Divisions' contributions to ALA as a whole. An activity carried out by a Division is an ALA activity. Division staff members are ALA staff members and represent ALA as well as their own Divisions in work with members and the general public. Division officers and members must recognize the value to the Division of the services provided by ALA, and ALA members and units must recognize the value to ALA as a whole of the services provided by Divisions.

Divisions are integrally involved in the decision-making process of the Association. They exercise

their decision-making prerogatives through the following means:

- Full authority within those areas of responsibility designated by ALA Council (ALA Bylaws, Article VI, Section 2b)
- Representation on ALA Council to raise issues and to set policy (ALA Bylaws, Article IV, Section 2c; ALA Policy 5.3)
- Representation on the Planning and Budget Assembly (ALA Bylaws, Article VIII, Section 2)
- Negotiation of performance objectives of Division Executive Directors with the Associate Executive Director, Member Programs and Services (ALA Policy 6.4.1 VII)
- Day-to-day involvement of Division staff in the operations and deliberations of the Association
- Representation on Association-wide bodies including the Legislative Assembly, the Library Education Assembly, and the Membership Promotion Task Force
- Participation in the planning process.

In sum, this document is designed to continue a cooperative framework in which the inevitable questions of organizational relationships can be addressed and resolved.

## II. Current Organizational Values of ALA

This statement reflects the current organizational values of the American Library Association and was developed through reference to existing ALA documents.

### A. Unity

ALA is one association. It has a single set of administrative, financial, and personnel policies and procedures, as well as indivisible assets. All members of Divisions are members of ALA. Divisions and all other ALA units are inextricably interrelated in structure, personnel, resources, overall mission, and operations.

### B. Diversity

ALA has a stake in the work of each of its Divisions. Division activities and services are of value and importance to the Association. They provide for a rich and diverse program that gives opportunities to all segments of the profession for involvement, leadership, and participation in activities that carry out the mission, goals, and priorities of the Association.

### C. Authority

Recognizing the significant contribution, resources, and expertise of its Divisions, ALA delegates to each Division the authority and responsibility to represent the Association in designated areas. Each Division provides unique programs and services to its members, to all members of the Association, to the profession of librarianship, to the broader educational community, and to the public at large.

### D. Autonomy

ALA provides leadership for the development, promotion, and improvement of library service. ALA values the strength and effectiveness of its Divisions. Divisions are best able to carry out their missions when their members have the autonomy, independence, and freedom to pursue goals and objectives of particular concern to them, as well as to participate democratically in the Division's direction, governance, and financial decisions.

### E. Collaboration/Cooperation

ALA and its Divisions have opportunities through the Association's unique governance and administrative structure to stimulate and build on one another's strengths and resources to advance shared, as well as diverse, goals.

## III. Purpose, Scope, Implementation, Review Process, and Definitions

### A. Purpose and Scope

Divisions have a substantial degree of autonomy and responsibility; however, the corporate and legal entity is the American Library Association. Any responsibilities not specifically delegated to Divisions remain within the authority of the Executive Board and ALA Council. The principal intent of this document is to define the policies governing the relationship between ALA and its membership Divisions.

In addition to the ALA Constitution and Bylaws and other ALA Policies, this document provides a framework of guiding principles for that relationship. As a policy document, its adoption and approval of revisions are the responsibility of the ALA Council. ALA has other policies and procedures that govern the relationships with other organizational units.

### B. Implementation

Implementation of these policies will be carried out under the direction of the ALA Executive Director, working with the department heads and Division executive directors. Major operational decisions made in that implementation will be codified in documents referred to as "Operational Practices."

### C. Review Process

To make this Agreement responsive to the needs of the Association, it shall be reviewed on an annual basis by those responsible for the governance of ALA and its membership Divisions. Changes may be recommended by Division leadership, ALA staff and management, or other interested parties at any time; however, BARC shall initiate the review process annually according to the following schedule:

Fall BARC Meeting—At this meeting, BARC develops agenda of major emerging issues and requests input from Divisions. The annual indirect cost study shall be available.

Midwinter—Divisions discuss any operating agreement issues identified by BARC and raise other operating agreement issues to be discussed by BARC at its Spring meeting. The Planning and Budget Assembly (PBA) may be used as a forum for PBA participants to identify operating agreement issues of concern.

Spring BARC Meeting—Mandated discussion of operating agreement issues raised by Divisions, ALA staff and management, and/or other interested parties. BARC recommends mechanism and time table for cooperative actions with Divisions to address proposed changes.

Annual—Operating agreement is a mandated item on PBA agenda. Division Boards review any BARC recommendations and respond to BARC. BARC forwards any necessary recommendations to Executive Board for action by Council. Any changes undertaken in this Operating Agreement shall be implemented consistent with the budget cycle of ALA and its Divisions and shall be done in such a manner as to minimize negative impact on the program of ALA and of the Divisions.

### Roles of Key Parties to operating agreement

Division Boards: identify problem areas and issues; initiate actions necessary for revisions; work with Division staff and other Divisions as appropriate to explore problems and solutions; make recommendations to BARC to initiate revisions.

BARC: identify problem areas and issues; communicate information concerning the operating agreement through PBA to Council and to ALA at large; work with Division leaders and ALA management to recommend solutions and consequent

revisions to operating agreement.

ALA Management: identify problem areas and issues and work with the Division Executive Directors to explore problems and solutions. Review policies and make recommendations as appropriate to BARC and Executive Board.

Division Executive Directors: identify problem areas and issues and review as appropriate with management and Division Boards.

### D. Definitions

The following definitions are guidelines for members and staff in the development, review, and implementation of these policies:

- **Policies:** Guiding principles that provide the framework for the relationship between ALA and its membership Divisions. Policies reflect the views and thinking of membership, and provide a guide to action to achieve the goals of the American Library Association. Policies are adopted by the Council of the American Library Association.
- **Operational Practices:** Definitions of the manner or method of implementing policies. Operational Practices (1) deal with terms under which services will be provided free of charge or at a cost; (2) define roles and responsibilities in policy implementation; and (3) reflect other issues contained in the "Policies" document that may require negotiation between departments and membership Divisions.

Operational Practices are developed by the ALA Executive Director with the ALA Department Heads in consultation with the Division executive directors and appropriate personnel in the department responsible for the activity described. Department personnel will provide draft copies of those procedures for review and comment to appropriate ALA staff members whose work will be affected by those procedures. Copies of Operational Practices are supplied to appropriate membership units responsible for the governance of ALA and its membership Divisions.

Detailed information about implementation of the policies outlined throughout this document are found in the *Operational Practices for the Implementation of Policies of the American Library Association in Relation to Its Membership Divisions*.

- **ALA Basic Services:** Those services made available to all ALA members at no additional charge beyond their ALA dues. Dues provide the primary support for basic services. Basic services may be supported by dues or other options as approved by the Executive Board. Basic ALA services include: *American Libraries*, information/advisory services, support for governance/member groups, public/professional relations, administration of awards and scholarships, membership promotion/retention, executive/administrative/financial services; offices: research, personnel resources, outreach services, government relations, intellectual freedom, accreditation; Library.
- **Division Basic Services:** Those services made available to all Division members at no additional charge beyond their Division dues. Dues provide the primary support for basic services. Basic services may be supported by dues or other options as determined by Division Boards. Basic Division services include: periodical publications designated as prerequisites of membership, information/advisory services, support

for governance/member groups, public/professional relations, administration of awards and scholarships, membership promotion/retention, executive/administrative/financial services.

• *Overhead:*

- a) Internal: that overhead rate applied to units of ALA, e.g., the annual overhead rate paid by divisions for revenue-generating activities identified in this policy document.
- b) External: that overhead rate applied for the purposes of external reporting, e.g., grants and taxes.

- *Fund Balance:* Accumulated net revenue.

#### IV. Use of ALA Services

All ALA Divisions must use exclusively the following services provided by ALA: Human Resources, Membership Services, telephone, insurance, purchasing, Fiscal Services Department, Legal Counsel, and Archives. ALA Divisions must be housed in properties owned or leased by the Association.

#### V. Financial

Divisions are governed by prevailing ALA fiscal policies and procedures. Divisions shall participate in formulating and revising these policies and procedures.

##### A. Dues

Divisions have the right to establish their own personal and organizational dues structures and set membership prerequisites. (ALA Bylaws, Article I, Section 2; Article VI, Section 6)

Discount and special promotion dues authorized by the ALA Executive Board apply only to that portion of dues applying to ALA membership. Divisions receive proportionate reimbursements for "free" Division choices of continuing and life members. (ALA Bylaws, Article I, Section 2 A.7)

##### B. Council Actions with Fiscal Implications

Council resolutions that would impose specific assignments on a Division shall be reviewed by BARC with the Division Board of Directors to assess any financial implications of that assignment. BARC shall report back to Council with recommendations as to any budgetary adjustments necessary to implement such assignments prior to final Council action on that item. (ALA Policy 5.2)

##### C. Services and Charges

The fiscal arrangements between ALA and its membership Divisions in regard to charges for services can be categorized in five ways. The five categories are defined below. Specific examples of the services in each category are given.

1. ALA provides to Divisions at no direct charge the following services of ALA Departments and Offices:

- a. Staff Support Services Department
  - Office space and related services
  - Telephone services: switchboard, 800 number, and internal service, as defined in an Operational Practice
  - Distribution services
  - Basic furniture and equipment (as defined in an Operational Practice) for each regular Division staff member
  - Equipment maintenance on equipment supplied by ALA
  - Personnel services
  - Purchasing
  - Data processing (as defined in an Operational Practice)
  - Storage and warehouse space
- b. Member Programs and Services and Communications Departments
  - Conference Arrangements, including:
    - Staff travel costs and per diem for Midwinter Meetings and Annual Conferences
    - Equipment (e.g., AV and computers including the cost of labor), supplies, services, and space for programs, meetings and offices at the Midwinter Meeting and Annual Conference (as defined in an Operational Practice)
      - Exhibit space at Annual Conference

- Membership services
  - Public information services, including the preparation and distribution of news releases
  - c. Fiscal Services Department
    - Accounting
    - Financial systems
    - Planning and budgeting
    - Business expense (insurance, legal, audit)
    - Credit and collections
  - d. Publishing Department
    - Copyright service
    - Rights and permissions
  - e. Executive Office
  - f. Washington Office
  - g. Office for Intellectual Freedom
  - h. Office for Literacy and Outreach Services
  - i. Office for Library Personnel Resources
  - j. Office for Research
  - k. Library and Research Center.
2. ALA charges Divisions for the actual costs of the following services of ALA departments:

- a. Staff Support Services
  - Specialized data processing, as defined in an Operational Practice
  - Equipment maintenance for equipment purchased by the Division over which the Division exercises sole use and control
  - Printing and duplication, as defined in an Operational Practice
  - Telephone services not specified in V.C.1.a., as defined in an Operational Practice
  - Postage for special mailings, as defined in an Operational Practice
- b. Fiscal Services
  - Overhead on non-dues revenue-generating activities. The rate will be set annually according to an ALA Operational Practice and will be assessed as explained below on non-dues revenue at a composite rate.
  - Overhead will be assessed at 100% of the ALA composite rate (at the end of a four-year phase-in period, beginning in 1991 and ending in 1994) on revenue from:
    - registration fees
    - exhibit space rental
    - meal functions, except for separately-ticketed events.
 (The schedule for phase-in of the ALA composite overhead rate on revenues is:
    - 50% of the ALA composite rate in 1991 and 1992
    - 75% of the ALA composite rate in 1993
    - 100% of the ALA composite rate in 1994).
  - Overhead will be assessed at 50% of the ALA composite rate (at the end of a five-year phase-in period, beginning in 1991 and ending in 1995, in equal annual increments) on revenues from:
    - net sales of materials
    - subscriptions
    - advertising except in those publications which are provided to Division members as a prerequisite of membership
    - other miscellaneous fees.

- Overhead will not be assessed on revenues from:
  - dues
  - donations
  - interest income
  - ALA royalties to Divisions
  - travel expense reimbursements from outside organizations
  - separately-ticketed events at conferences (e.g., tours and meal functions)
  - advertising in those publications which are provided to Division members as a prerequisite of membership.

##### c. Publishing

- Subscription and order billing services
  - Central production unit services
  - Marketing services.
3. ALA and the Divisions share the costs of the following:
- Division Leadership Enhancement Program
  - Awards promotion.
4. Divisions assume total responsibility for the following costs:
- Division personnel compensation
  - Projects and activities of the Divisions except as specified in this agreement
  - Membership group support (governance—boards, committees, etc.)
  - Furnishings and equipment purchased by Divisions and over which they have sole control and use. See also Section IX, Annual Conference and Midwinter Meeting.

##### 5. Divisions may:

- Purchase services or products from other ALA units and outside agencies, consistent with ALA policy.

##### D. Fund Balances

1 ALA Divisions build and maintain fund balances appropriate to their needs. A fund balance is defined as accumulated net revenue.

2 Divisions will not receive interest on fund balances or deferred revenue.

##### E. Endowments

Divisions may establish endowments or add to existing Division endowments from any source including existing fund balances once the Division has reached a minimum fund balance as determined by the Division and approved in accordance with the budget review process and approved financial plan. The establishment of Division endowments will follow the guidelines outlined in ALA policy. The use of the interest from these Division endowments will be subject to Division Board approval and applicable ALA policy.

##### F. Furniture and Equipment

ALA will provide basic furniture and equipment to each regular Division staff member.

Divisions will retain sole control and use of all furniture and equipment purchased with Division funds.

Divisions may acquire additional furniture and equipment in two ways:

1. Above the capitalization limit:
  - a. Divisions have authority to purchase capital equipment outright by paying the full price to ALA, with ALA taking the depreciation.
  - b. Divisions can purchase furniture and equipment through ALA budget request process by paying the scheduled depreciation, subject to ALA priorities and approvals.
2. Below the capitalization level, Divisions have the authority to purchase equipment outright.

##### G. Division Budget Review

Division Boards have responsibility for develop-

ing and approving budgets and multi-year program and financial plans, which are then reviewed by ALA management and BARC. Annual budgets are approved by the ALA Executive Board. Divisions also have the responsibility to alert the Association to any planned activities that could have a potential negative impact upon the fiscal stability of the Association.

#### *H. Divisions with Small Revenue Bases/Number of Members*

ALA Council has assigned specific responsibilities to Divisions. To carry out these responsibilities, each Division requires a base of operating revenue. ALA recognizes that each Division must have staff and must provide basic services to its members as defined in Section III. When a Division's current revenue from dues and other sources excluded from overhead is not sufficient, ALA recognizes its obligation to provide supplemental financial support up to a maximum of 50% of the funding required. This support would be provided only as a result of a well-planned process that is an integral part of the annual budget process that includes review by BARC and approval by the Executive Board. This type of support would not be available to a Division, which, at the end of a fiscal year happened to find itself in a deficit position.

Annually BARC and the Executive Board will determine and approve the specific amount of funding required to provide a minimum level of staff and basic services, compare this amount to the Division's estimated revenue, and allocate an appropriate General Fund supplement.

Divisions must generate from dues and other revenue excluded from overhead at least 50% of the funding required to provide basic services. If a Division is unable to meet this 50% level for two consecutive years, its status as a Division must be referred to Council by the Executive Board, with an appropriate recommendation. Money from the General Fund will not be used to offset expenses for non-dues revenue-generating products and services. Divisions may retain the net revenue from these activities to initiate and support other similar activities in the future.

#### *I. Association Finances*

The Divisions will be kept informed about the Association's financial health and will be involved in meaningful consultation when there is potential impact on Divisions, collectively or individually.

#### *J. Other*

##### *1. Credit and Collections*

Management will provide effective credit and collection policies and services to the Divisions. Divisions will be charged for their bad debts in accordance with ALA policy.

##### *2. Unrelated Business Income Taxes (UBIT)*

To the extent that Divisions incur unrelated business income, they will assume responsibility for paying the resulting taxes.

### **VI. Publishing Activities**

The ALA Publishing Committee has the responsibility for control of the ALA imprint.

A Division may publish materials in three ways: through ALA Publishing Services, on its own, or through an outside publisher. Materials prepared by a Division for other than its own publication must be offered to ALA Publishing Services for first consideration. A Division has the right to accept or reject ALA's offer and pursue other publishing opportunities.

Divisions exercise editorial and managerial control over their periodicals.

The ALA Publishing Committee shall be informed

of plans for any new Division periodicals prior to publication.

A Division may purchase production and distribution services from ALA's central production unit. A Division may also purchase marketing services from the Publishing Services Department.

ALA Publishing Services pays royalties to Divisions for Division-generated materials. Divisions may negotiate with ALA Publishing Services on royalties and other variables of publishing. An "Intramural Agreement of Publishing Responsibility" is signed by the Division Executive Director and the Director of Publishing Services for each publishing project.

ALA has the sole right to record and market tapes of programs at ALA conferences with the advance consent of the units and speakers. Divisions receive royalties from the sale of tapes of a Division's conference programs. Divisions have the right to record and market tapes of Division pre-conferences, programs at ALA Annual Conferences which ALA chooses not to record, Division national conferences and regional institutes.

### **VII. Personnel**

All ALA personnel are responsible to the ALA Executive Director, and through the Executive Director to the entire membership. Unlike other ALA personnel, Division Executive Directors are also responsible to Division Boards and through those Boards to the memberships of their respective Divisions.

All ALA employees are subject to ALA's personnel policies. Each Division shall be responsible for generating the income required for the salaries, wages, and benefits of Division employees.

Each Division Executive Director serves as an ALA Program Director, a senior professional position, and is responsible for advising on ALA plans and preparing recommendations on priorities and alternatives, especially as they relate to the Division's priorities, goals, and objectives. The Division Executive Director meets regularly with other ALA staff members and communicates, cooperates, and coordinates Division activities with those of other ALA units.

The assignment of the appropriate grade for Division staff is made according to ALA personnel policies. The determination of the appropriate staffing pattern (number and position descriptions) shall be made by the Division Executive Director and the Division Board in consultation with the ALA Executive Director.

The recruitment, appointment, and termination of Division Executive Directors shall be a process involving consultation by the ALA Executive Director with the Division Board of Directors or its designates.

Each Division's Board of Directors shall annually review the performance of the Division's Executive Director based upon a single set of goals and objectives as agreed upon by the Division Board, Associate Executive Director, Member Programs and Services, and Division Executive Director. The Division Board shall convey its recommendation to the Associate Executive Director, Member Programs and Services, to whom the ALA Executive Director has delegated the responsibility for evaluating the performance of Division Executive Directors. The Associate Executive Director, Member Programs and Services, shall discuss the confidential report of the performance review with the Division's President upon request.

Division Executive Directors shall have the authority to select, evaluate, and recommend termination of all Division employees, consistent with ALA personnel policies and procedures.

Assignments of Division staff to ALA internal committees are arrived at in the context of Division priorities and are kept at a reasonable level.

### **VIII. Division National Conferences, Preconferences, and Related Activities**

Divisions may conduct pre-conferences, workshops, institutes, seminars, and Division national conferences, in accordance with ALA Policy, at intervals determined by Division program priorities and supported by sound financial management. A Division is responsible for all costs incurred in planning and carrying out such activities. (ALA Policy 7.2.2)

Division National Conferences shall be defined as "non-business conferences removed in time and place from the American Library Association's Annual Conference" and Midwinter Meeting in order "to view and explore areas of divisional concerns in depth." Proposals for Division National Conferences should be made to the ALA Executive Board at least two years in advance of the anticipated meeting date following a prescribed proposal outline. ALA state and regional chapters in the geographical area of a proposed conference shall be notified in writing of a desired conference prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the chapters with respect to scheduling and programming to the extent feasible. The Division shall contact the host Chapter prior to determining date availability with the host city. The Division shall contact the chapters in the geographical area immediately after determining date availability with the host city. In the event of a conflict with the ALA state or regional chapters and the proposed divisional conference, the ALA Executive Board shall make the decision in consultation with the chapters.

### **IX. Annual Conference and Midwinter Meeting**

ALA provides the support necessary for Divisions to conduct business and plan and present Conference programs. Some Conference program costs may be borne by the Division except financial support for staffing and equipment as described in Section V.C.1.b. Recognizing that conference programming benefits all attendees, financial support in the form of General and Special Allocations from ALA to Divisions and other units for Annual Conference programming shall be provided; this support will be arrived at as the result of an explicit and equitable process in which the Divisions participate. Meal functions and special events must be self-supporting.

### **X. Special Projects of Divisions**

Divisions may seek external (non-ALA) funding to pursue projects to enhance Division program priorities. Division Boards of Directors have the responsibility for assessing programmatic impact and must approve all requests for funding external projects. Additionally, all proposals and contracts for such funds are signed by the Executive Director of ALA in the name of the Association. All special projects are reviewed, approved, and conducted in accordance with established ALA policies and procedures and the conditions of the grant or contract.

All costs for projects funded through grants or contracts from outside agencies or organizations should be covered by project funding.

### **XI. Planning**

Each Division has autonomy in its own planning processes within its area of responsibility as designated by ALA Council, subject to present and fu-

ture ALA policies. They have the responsibility to develop and implement a planning process to guide their program and allocate their resources within the areas of responsibility assigned to them by the ALA Council. Since Divisions contribute to the formulation of ALA goals, it may be expected that many of the priorities and activities reflected in the plans will also be a part of Division priorities and activities. Further, each Division has responsibility for providing ALA with a multi-year financial plan consistent with ALA's existing financial policies and resting on multi-year program plans reflecting the priorities of the Division's members.

Divisions have a responsibility to assist and inform the ALA Executive Board of their strategic plans on a regular basis, and to inform the ALA Executive Board of their work through timely and comprehensive reporting.

## 6.5 Units

A unit is any membership group within the American Library Association which has a distinct organizational entity. Committees and subcommittees which are appointive groups are excluded from this definition of unit.

The ALA is one association, legally responsible for the actions of all its subunits. Divisions, other membership units, and committees are bound by the Association's Constitution, Bylaws, and Policies. The governing authorities (parent bodies) of Divisions, other membership units, and committees that create subunits or subcommittees are responsible for orientation/training and guidance to ensure that such subunits/subcommittees work within the framework provided by the Constitution, Bylaws, and Policies of the Association.

If Divisions, Round Tables, other ALA membership units, or committees are thought to have violated the ALA Constitution, Bylaws, or Policies, the Council is empowered to take actions to ensure compliance with established ALA policy. The Council, ALA Executive Board, or other designated body may investigate the actions of the unit or committee and recommend a course of action. Actions that may be taken include, but are not limited to, internal sanction, limiting communication and/or spending by the unit or committee, or disestablishment of the unit or committee.

If violations are found to be the result of an individual member presuming to act in the name of the Association without the approval of the parent body, the ALA Executive Board may, under the authority of the Constitution (Article III, Section I), suspend that individual's membership in the American Library Association.

## 6.6 Committees

### 6.6.1 Types of Committees

- 1) *Standing*. A standing committee is a committee with long-term objectives so closely interwoven with the total program and development of policy of the Association or its subdivisions that it should have a continuing life.
- 2) *Special*. A special committee is a committee established to study various aspects of policy, planning, and administration. It should have a specific assignment and make recommendations based on that assignment. Its life should depend on the need for continued study in its area of assignment, but in accordance with the Bylaws it is normally limited to a two-year existence.
- 3) *Ad Hoc*. An ad hoc committee is a committee

appointed to pursue a designated project to a specific goal within a specific time period. The life of the committee ends at the end of that specific time or at the conclusion of the project.

### 6.6.2 Kinds of Committees

The following kinds of committees will be one of the three types defined above: standing, special, or ad hoc, depending on the life and objectives of the committee established.

- 1) *Advisory*. An advisory committee evaluates programs, policies, or projects and recommends courses of action. It may function either within the structure of ALA or with an outside organization.
- 2) *Coordinating*. A coordinating committee receives information from two or more sub-units and supervises the integration of the work of those units.
- 3) *Interdivisional*. An interdivisional committee, composed of members from two or more divisions of the Association, promotes projects or programs in which there is overlapping interest.
- 4) *Joint*. A joint committee develops and carries out programs of mutual interest, exchanges information, or discusses matters of mutual concern with an organization or organizations outside ALA.

### 6.6.3 Leadership Development Program for ALA Committees

The Leadership Development Program provides an avenue for interested members who have never held an ALA committee appointment to become involved in ALA committee work by serving as an intern. Interns are appointed for a period of two years by the ALA President-Elect. All ALA committees may have interns.

### 6.7 Subcommittees

Subcommittees in the ALA structure may be formed by a parent group to carry out specific duties related to the charge of the parent group. Such subcommittees are appointed by the chair of the parent committee, but are not limited to members of the parent committee; they do not have a separate life and must report to the parent committee for action. They can be abolished by decision of the parent committee.

### 6.8 Commissions

A commission is a body of persons from ALA members and recognized authorities in other fields who are appointed by the ALA president or president-elect and approved by the Executive Board for the purpose of considering, investigating, or recommending action on certain matters or subjects as assigned. A commission may be created only after existing ALA structures such as special or joint committees are considered, and only when the subject requires such a broad based body. A commission has a limited term of existence, reports regularly to the president and to the Executive Board, and is advisory to the Association. Commission report(s) may be published by ALA but will not be considered ALA policy until officially adopted by Council.

### 6.9 Task Forces

A task force is an action-oriented membership group whose charge is to address specific goals, complete a specific task, or to consider a particular issue. There may be a designated time frame defined by the

nature of the task or set forth in the function statement. Functions of a task force may include the following: (1) gathering information and making recommendations; (2) studying an issue and preparing a report; (3) carrying out a specific project or activity; (4) conducting programs at conferences; (5) establishing committees or other subunits. A task force is used to address critical, urgent, or ongoing situations which require a strong, visible organizational effort and/or activist response. Any parent body may establish a task force, determine its duration, monitor its progress, and terminate its function.

### 6.10 Discussion Groups

A discussion group is an informal group that allows discussion of topics of common interest during the Annual Conference and Midwinter Meeting. Results of discussion may be prepared by the group for distribution to the relevant parent body. A leader may be chosen by the group to coordinate discussion.

### 6.11 Assemblies

An assembly is a body of individuals or representatives from ALA units and committees that shares information or acts as a resource to an ALA committee. There are different types of assemblies: Assemblies to Council Committees, that act in an advisory capacity, reviewing documents and issues, representing unit and committee interests and reporting back to units and committees; and Assemblies to Standing Committees, that provide a forum for sharing information, coordinate activities and promote awareness.

### 6.12 Offices

An ALA office addresses broad interests and issues of concern to the profession and the Association. Offices are diverse in their purposes but generally focus on issues that span most or all types of libraries, types of interests and constituencies within the Association and the profession. Offices may act in an advisory or consultative capacity to ALA members, by providing information, support, and advice. Offices do not have members, collect dues or elect officers. Offices may have an associated advisory or standing committee and subcommittees through which members may participate and through which publications, programs, and other activities may be offered.

### 6.13 Interest Groups

An interest group is a sub-body established to facilitate the exchange of ideas and experiences that may sponsor formal conference programs, institutes, and seminars, or prepare publications.

### 6.14 Sections

A section is a formal membership unit within a division that focuses on areas of specific concern. Sections may provide education, advise the parent body regarding service guidelines and enhancements, promote awareness, and prepare publications.

### 6.15 Forums

A forum is a formal sub-body of a section that allows for discussion, promotion, and improvement of library services for special population groups.

### 6.16 Virtual Members

- 1) *Definition of Virtual Members*: Virtual members of committees or task forces have the right to attend meetings, participate in debate, and make motions. Virtual members are not counted in determining the quorum nor do they have the right to vote.

- 2) Appointment of Virtual Members to Standing Committees of the Association: Virtual members of standing committees of the Association are appointed in accord with the provisions of the ALA Bylaws, Article VIII, sec. 2(a)(i). Inclusion of virtual members on a standing Committee of the Association requires the recommendation of the Committee on Organization and the approval of Council. No more than one third of the membership on a standing committee may be virtual members.
- 3) Appointment of Virtual Members to Standing Committees of Council: Virtual members of Committees of the Council are appointed in accord with the provisions of the ALA Bylaws, Article VIII, sec.2(b). Inclusion of virtual members on a Committee of the Council requires the recommendation of the Committee on Organization and the approval of the Council. No more than one third of the membership of a Council committee may be virtual members.
- 4) Appointment of Virtual Members to Committees of Round Tables and Divisions: Virtual members of division or Round Table committees are appointed in accord with each respective division's or Round Table's appointment procedures for committee members. No more than one third of the membership of a round table or division committee may be virtual members.

## 7. CONFERENCES AND MEETINGS

### 7.1 Facilities

#### 7.1.1 Non-Discrimination in Conference Contracts

There shall be no discrimination, including that based on race, origin, color, sex, sexual orientation, creed or disability, in the use of any facilities used by the American Library Association. This policy shall become a part of ALA contracts for the use of space.

The ALA will enter into conference-site contracts only with organizations and legal bodies in cities, counties, or states that do not by law discriminate against lesbian, gay, and bisexual people.

#### 7.1.2 Equal Employment Practices in Facilities

The American Library Association will meet only in facilities complying with equal employment and nondiscrimination laws. A statement confirming an investigation by staff of such compliance shall be a part of pre-registration materials.

#### 7.1.3 Conference Arrangements for Participants with Disabilities

Local arrangements committees, headquarters staff, exhibitors, and others involved in the planning and execution of conferences and meetings of the Association shall be aware of and sensitive to the problems of conference participants with disabilities, in the selection, planning, and layout of all conference facilities, especially meeting rooms and exhibit areas.

The Association of Specialized and Cooperative Library Agencies Library Service to the Deaf Forum is responsible for coordinating interpretive services to the deaf. This includes determining meetings to be interpreted with assistance from all units, in identifying programs of particular interest to the deaf, engaging interpreters, and publicizing the schedule of interpretive meetings. The Conference Services

Office will work with a liaison from the ASCLA Library Service to the Deaf Forum to assure that a minimum of 35 hours of interpretive service shall be provided for from the general fund at both Midwinter Meeting and Annual Conference. ALA also encourages all units to provide interpreters for unit programs that can be shown to be of particular interest to deaf conferees.

#### 7.1.4 Services and Rooms for Non-ALA Groups

The Executive Board in consultation with the Conference Services Office shall develop and adopt a schedule of fees to be charged for space and service at conferences and meetings to small adhoc groups, nonprofit, and commercial organizations. Chapters shall not be charged a fee. Payment at the time space is reserved is required.

#### 7.1.5 Non-Smoking in Meetings

Smoking is prohibited at Midwinter Meetings, Annual Conferences, regional/national conferences, continuing education programs, exhibits, and other gatherings sponsored by the ALA.

#### 7.1.6 Placement Service at Conference and Midwinter Meetings

The American Library Association shall provide a staffed placement service at Annual Conferences and Midwinter meetings, such placement services to be in, or immediately adjacent to, the official conference sites.

(See "Current Reference File": Placement Service Guidelines.)

#### 7.1.7 Annual Conference and Midwinter Meeting: Impact on Chapter Conferences

When ALA proposes sites for Annual Conferences and Midwinter Meetings, the Executive Board shall ensure open and prompt communication with state and regional chapters in the geographic area of a proposed conference, involving members in each step of the conference planning process, allowing them input in site selection or termination. These chapters shall be notified in writing of a desired conference prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the Chapters with respect to scheduling and programming to the extent feasible. ALA shall contact the host Chapter prior to determining date availability with the host city. ALA shall contact the Chapters in the geographical area immediately after determining date availability with the host city. In the event of a conflict with the ALA state or regional Chapters and the proposed ALA Conference, the ALA Executive Board shall make the decision in consultation with the Chapters.

The host Chapter shall be offered a variety of cooperative opportunities with ALA including but not limited to: a complimentary booth, mailing labels or a list of ALA members in their state, and free meeting space; an invitation to co-sponsor the Opening General Session; art, copy or both for an announcement of the Conference to go to Chapter members either as a separate mailing or in the newsletter of the Chapter; cooperation with publicizing the conference through interviews and press releases; meeting space for a program or business meeting, and representation on the local arrangements committee. A complete list of options shall be sent to the host Chapter from the Conference Services Director.

ALA will not provide direct financial remuneration to Chapters.

#### 7.1.8 Annual Conference: Location

Selection of the sites for the ALA Annual Conference shall be made by the Executive Board in consultation with the Conference Services Office.

#### 7.1.9 Midwinter Meeting Sites

Sites for Midwinter Meetings of the Association shall be selected by the Executive Board in consultation with the Conference Services Office.

#### 7.1.10 Fire Protection in Conference Hotels

The Conference Services Office shall obtain information from conference hotels concerning their compliance with National Fire Protection Association standards. A statement concerning their compliance shall be a part of preregistration materials.

### 7.2 Finances: Workshops, Institutes, etc.

#### 7.2.1 Fees for Institutes, Workshops, etc.

There shall be preferential registration fees for ALA members at institutes, workshops, etc., sponsored by ALA and/or its units. However, an additional preferential rate may be extended to members of the sponsoring unit(s).

#### 7.2.2 Financing of Institutes, Workshops, etc.

All institutes, workshops, etc., sponsored by ALA and/or its units shall be self-supporting and shall include provision for ALA administrative costs.

### 7.3 Exhibits/Exhibitors

#### 7.3.1 Rules and Regulations for Exhibits/Exhibitors

Rules and regulations for exhibitors at Midwinter Meetings and Annual Conferences shall be developed by the Conference Services Office and reviewed and adopted by the Executive Board. Rules and regulations so adopted shall be a part of the contracts for space.

Exhibitors may appeal decisions of the Conference Services Office regarding rules and regulations to the Executive Board.

#### 7.3.2 Admissions to Exhibits

Admission to exhibits at the Annual Conference or Midwinter Meeting is by registration badge. Exhibit passes may be issued to those not attending the conference or meeting, under rules developed by the Conference Services Office.

Exhibitors are entitled to visitor badges for issuance to their customers.

#### 7.3.3 Exhibit Space for Professional Groups

The American Library Association Conference management shall, at each annual conference, provide a reasonable amount of exhibit space for the use of ALA groups. The amount of such space set aside in anyone year shall be determined by the conference management, which shall also determine locations and space allocations.

No rental fee shall be charged to the ALA groups assigned space, and the Association will bear the expense of setting up the regulation backwall for one booth or equivalent for each group. ALA groups having their own funds are to pay fees for rental of such booth furnishings selected if furnishings have to be rented and to pay the cost of back walls in excess of one unit.

No rental fee for space may be accepted from any group within the Association for the purpose of granting preference in the allocation of space.

Exhibits of other professional and non-library organizations and government agencies may be ac-

commodated as liberally as possible but not at the expense of groups within the Association.

## **7.4 Regulations and Guidelines: Conferences and Meetings**

### **7.4.1 Meeting**

A meeting is an official assembly, for any length of time following a designated starting time, of the members of any board, committee, taskforce, commission, etc., during which the members do not separate except for a recess and in which the assembly has the capacity to formalize decisions. Conference calls, Internet chat sessions (and their equivalents), and in-person meetings are recognized as meeting subject to the open meetings policy (ALA Policy 7.4.4). (Asynchronous electronic discussions by electronic mail or other asynchronous communication methods do not constitute meetings because they are not an official assembly with a designated starting time.)

### **7.4.2 Meetings Outside of Annual Conference and the Midwinter Meeting**

Notice of meetings held outside of Annual Conference and Midwinter Meeting must be announced ten days prior to the meeting and the results of the meeting must be made public no fewer than 30 days after the meeting's conclusion. Reports of meetings held outside of Annual Conference and Midwinter Meeting should convey a summary of the discussion of each item considered by the assembly and the decision made.

### **7.4.3 Emergency Meetings**

When an emergency necessitates a meeting outside of Annual Conference or Midwinter Meeting, the ten day notice requirement is waived. The reporting requirement applies to emergency meetings; furthermore, the report of an emergency meeting must explain the nature of the emergency that made a meeting necessary.

### **7.4.4 Open Meetings**

All meetings of the American Library Association and its units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions.

(See also "Current Reference File": Interpretive Statement on Open Meetings Policy.)

### **7.4.5 Registration at Conferences and Midwinter Meetings**

ALA members may attend general membership and council meetings, whenever and wherever held, by showing either a conference badge for the day of the meeting or a current membership card. Registration badges shall be shown for admission to all other meetings.

Registration at Annual Conferences and Midwinter Meetings is required of all those attending all other meetings of the Association, its units, committees, etc., except as specifically waived by action of the Executive Board.

### **7.4.6 Preferential Registration Fees**

At Annual Conferences and Midwinter Meetings, there shall be a preferential registration fee for ALA members.

### **7.4.7 Distribution of Materials at ALA Council and Membership Meetings**

Permission for the distribution of materials within the ALA Council and Membership Meeting areas,

if the material is not official documentation, must be granted by the Executive Director or the ALA President.

### **7.4.8 Media Access to Information**

National library media, and other media making a request, shall receive all information and documentation that is sent to Council and Executive Board prior to meetings of these bodies except, in the opinion of the Executive Board, anything affecting the privacy of individuals or institutions, and shall receive all information presented to those registering at meetings of the Association.

### **7.4.9 Annual Conferences**

Annual Conferences of the Association are an Association-wide activity pertinent to all members regardless of divisional affiliation.

The ALA Annual Conferences shall be devoted primarily to providing a range of program activities for its membership and to conduct the business of the Association.

### **7.4.10 Membership Meetings**

A membership meeting shall be held during the first two days of the Annual Conference, excluding days when pre-conferences are held, and at such times as may be set by the Executive Board, Council, or by membership petition, as provided for in Article II, Section 4 of the Bylaws. Agendas of membership meetings shall provide priority to discussion of membership resolutions during the second part of the meeting. Memorials, tributes, and testimonials shall be introduced at the beginning of the last Membership Meeting.

Guidelines for Preparation of Resolutions for Membership Meetings:

- 1) A resolution should be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the assembly.
- 2) The resolution must indicate the names of the mover and seconder, and their local telephone numbers.
- 3) The resolution should address only one topic or issue.
- 4) The terms used in a resolution should be readily understandable or have specific definition.
- 5) The intent, objective, or goal of the resolution should be clear to all. The resolution form should state whether the resolution sets forth a general policy, an ALA viewpoint, or a specific call for action.
- 6) All ALA position statements shall set forth their relationship to libraries and library service.
- 7) If the resolution calls for a specific action or course of action in certain circumstances, the resolution should specify the resources needed to carry out the directive.
- 8) If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.
- 9) If the resolution is addressed to or refers to a specific group or groups, it shall name the group or groups in the "resolved" clause.
- 10) The mover of a resolution shall state on the resolution form whether the resolution amends or creates policy and shall identify the policy being changed and/or indicate the portion of the resolution to be cited as policy. If a policy set forth conflicts with another policy, provision to resolve the conflict shall be made.
- 11) Any member of the American Library Association may prepare and submit for consideration resolutions at any membership meeting.

12) All resolutions, except those from ALA committees, to be considered by the ALA Membership must be submitted for review by the Council Committee on Resolutions at least 6 hours prior to the convening of the membership meeting in order to allow time for reproduction and distribution.

13) Members assembled at any membership meeting may waive the submission time requirements by a majority vote.

14) All resolutions approved by the membership will be presented to the next meeting of Council by the chair of the Resolutions Committee. The chair will indicate which membership resolutions are clearly policy matters. The presiding officer of Council will call for Council's guidance on the disposition of each membership item in turn.

15) If a quorum is not present for a called Membership Meeting, those members who are present may convene themselves into a Membership Forum for the purpose of discussing matters of concern. The person who would have presided at the Membership Meeting may appoint a member to preside at the Membership Forum. Those members attending the Membership Forum shall determine their own agenda of matters to be discussed, except that the names of those being presented for memorials, tributes, and testimonials shall be read at the beginning of the last Membership Forum.

Note: Consistent with parliamentary authority, an item that is not completed at the membership meeting(s) of an Annual Conference lapses, but then may be reintroduced as a new item at a subsequent convention.

### **7.4.11 Purpose of Midwinter Meetings**

The ALA Midwinter Meeting is convened for the primary purpose of expediting the business of the Association through sessions of its governing and administrative delegates serving on boards, committees, and Council. Programs designed for the continuing education and development of the fields of library service shall be reserved for Annual Conference except by specific authorization of the Executive Board acting under the provisions of the ALA Constitution. Hearings seeking membership reactions and provisions for observers and petitioners at meetings of Council, committees, and boards are to be publicized; programs of orientation or leadership development to Association business are encouraged; assemblies of groups of individuals for information sharing vital to the development of Association business shall be accepted as appropriate to the purposes of the Midwinter Meeting.

(See "Current Reference File": 1989-90 CD #30.)

### **7.4.12 Meetings of the Executive Board**

In addition to its meetings at Annual Conference and Midwinter Meeting, the ALA Executive Board shall meet during the weeks beginning with the last Mondays in April and October, subject to availability of its members. Dates shall be selected and published well in advance.

### **7.4.13 Conference Planning Calendar**

The American Library Association will establish and maintain a ten-year advance planning calendar of religious observances considered to be most obligatory to practitioners of major groups and will circulate the document annually to all units and affiliates as well as to other agencies that indicate an interest in its receipt. ALA shall advise all units that

the scheduling of events of interest to libraries and their staffs should avoid these dates and allow for travel time free of conflict with them.

(See “Current Reference File”: 1986–87 CD #14.)

#### 7.4.14 *Conference Program Planning*

Planning for major conference programs shall follow the constraints imposed upon divisional conference planning. Communication among membership divisions, committees, and staff engaged in such planning shall be maintained throughout the process.

#### 7.4.15 *Parliamentarian*

The American Library Association shall employ a parliamentarian who is not a member of ALA for the Council and Membership meetings of the Association.

### 8. FINANCES

#### 8.1 *Management of ALA Funds*

##### 8.1.1 *Purchasing Policy/Conflict of Interest*

No purchase of goods and securities nor procurement of services, insurance, or other intangibles shall be made through firms, companies, or agencies with which officers, members of the Executive Board, or fund trustees are associated as partners, directors, or in a managerial capacity, except as such purchases relate to procurement of professional materials such as publications.

##### 8.1.2 *Short-Term Investments*

The Executive Director and the Controller of the American Library Association are authorized to make short-term investments of such funds as are available for this purpose.

##### 8.1.3 *Property Transactions: Authorization to Sell Real Estate*

The ALA Executive Board is authorized from time to time to sell, mortgage, or otherwise dispose of any and all real estate now or hereafter owned by the American Library Association or any part thereof or any interest therein. The officers of the Association, at the direction of the Executive Board, are authorized to make, execute, acknowledge, and deliver all appropriate instruments of conveyance, mortgages or otherwise so authorized concerning such real estate.

##### 8.1.4 *Authorization to Overspend Budgeted Funds*

The Executive Director is authorized to overspend line amounts in the General Funds Budget but not in excess of the total General Funds budgeted figure. The Executive Director may not incur any salary commitment in excess of the current year's commitments.

##### 8.1.5 *Authority to Borrow Money*

The President and the Executive Director are authorized and directed, from time to time as in their judgment the needs of ALA require, to borrow from any bank or other lender chosen by them, for the use and benefit of ALA, a sum or sums not exceeding \$1,000,000 in the aggregate remaining unpaid. The indebtedness shall be evidenced by a promissory note or notes which shall be corporate obligations only and shall mature and be payable not more than one (1) year after date. The Executive Board shall be informed of each transaction.

##### 8.1.6 *Limitations on ALA Funding of Divisions*

Divisions which impose additional fees under the ALA Bylaws, Article VI, Section 6(b) and (d) or oth-

erwise raise additional funds for divisional programs and activities shall not obligate the Association to the continuation of the programs for which continuous funding is not or cannot be provided.

#### 8.1.7 *Unrestricted Bequests*

Unrestricted gifts and bequests that exceed \$20,000 will be routinely added to the ALA Future Fund. The Executive Director may recommend for Executive Board approval an alternate disposition of unrestricted gifts and bequests in excess of \$20,000.

### 8.2 *Support for Officers and Executive Board*

#### 8.2.1 *Expenses of the ALA President*

The annual ALA budget shall include an item sufficient to cover all travel and other expenses incidental to the discharge of the official duties of the President, including attendance at regular meetings of the Association.

#### 8.2.2 *Expenses of Members of the Executive Board*

The American Library Association will pay expenses of members of the Executive Board to Mid-winter Meetings, Annual Conferences, and interim meetings of the Executive Board when such expenses are not paid by the member's institution.

#### 8.2.3 *Released Time for the ALA President*

ALA approves in principle the provision by the ALA President's institution of up to one-quarter released time including the cost of fringe benefits for the President of ALA.

### 8.3 *Disaster Aid*

When a disaster occurs that affects one or more libraries, the staff or friends of those libraries are encouraged to contact the ALA for assistance. Such assistance shall include, at a minimum: (1) the provision of information to the public about the disaster, its effect on the library, and where contributions can be made and (2) information to the library on dealing with disasters.

### 8.4 *Council Receipt of ALA Budgets*

Councilors will be provided with summary sheets of the ALA annual budget, with the understanding that any Councilor will receive the full budget upon request.

### 8.5 *Long-Term Endowment Funds*

Long-Term Investment Funds, colloquially known as endowments, may be restricted, temporarily restricted, or unrestricted. Such funds have been properly donated to the Association and set aside for future use of special purposes. The ALA Future Fund is the ALA Unrestricted Long-Term Investment Fund and is made up of gifts, bequests, life memberships and other sources received over the years; this Fund was formerly called the Board-Designated Endowment.

#### 8.5.1 *Long-Term Investment Funds: Association's Use/Withdrawal and Repayment*

In the preparation of the ALA annual budget the ALA Executive Director is authorized to include a) interest and dividend income generated annually in the ALA Future Fund or b) up to but not to exceed 50% of the five year moving average of the appreciation realized in the ALA Future Fund less any interest and dividend income transferred to the operating fund. Additionally, the Executive Directors of the Divisions and the liaisons for the Round Tables are au-

thorized to include in the preparation of their annual budgets a) interest and dividend income generated annually or b) up to but not to exceed 50% of the five year moving average of the appreciation realized in the respective unrestricted funds. The 50% five year moving average shall be calculated by averaging the interest, dividends and market gains (realized/unrealized) less bank fees, other investment related expenses and any interest and dividends that have been transferred to the operating budget. This calculation excludes any contributions or withdrawals made over the trailing five-year period. Withdrawals using the net 50% five-year moving average do not require repayment.

#### Use of Fund

Listed below are the primary instances whereby withdrawals from the Long-Term Investment Fund can be made:

##### 1) Program Support

The General Fund, Divisions and Round Tables can request funds from their respective Long Term Investment funds to support one-time programs.

##### 2) Emergencies

Emergencies will include financial disaster due to a major revenue shortfall, act of God, building catastrophe, major lawsuit, etc.

##### 3) New Initiatives

New Initiatives will include projects or programs that are multi-year in nature and deemed important to the future of the Association, Divisions, Round Tables or units.

Withdrawal of the investment funds for uses stated above may be supported by interest and dividends or the 50% moving average. Amounts requested to be withdrawn in excess of the greater of interest and dividends or the 50% moving average will require repayment with interest.

##### 4) Scholarships & Awards

Allowable withdrawals from temporarily restricted and unrestricted Long-Term investment funds designated for named scholarships and awards will be made to the extent necessary to support the award or scholarship according to its stipulations and requirements. If the interest and dividends of a scholarship or award is not adequate, the amount in the temporary restricted and unrestricted investments designated for named scholarships may be used up to the limits of any permanent or donor restrictions.

##### 5) Life Membership Funds

Allowable withdrawals from temporarily restricted and unrestricted Long-Term investment funds designated for Life Membership will be made from the Life Membership Fund to the extent necessary to support the annual membership fee for the participants.

##### 6) Transfer of Existing Funds

It is allowable to make a transfer from an existing unrestricted fund for the establishment of a new and or in support of an existing scholarship fund, program or initiative fund within the Long-Term Investment Fund.

#### Withdrawal/Transfer/Repayment

All withdrawals for any purpose referenced in A, B, C and the 50% five year moving average must be approved through the regular budget process.

Repayment of any withdrawals from the Long-Term Investment Fund for any of the following events will be required at the prevailing ALA borrowing rate with the term to be recommended by management and approved by the Executive Board.

- a. Program Support
- b. Emergencies
- c. New Initiatives

The annual withdrawal of interest or dividends from the Long-Term Investment fund will not require repayment.

### 8.5.2 Endowment Funds: Combining

The Executive Director of ALA is empowered to combine endowment funds subject to advice from the Association's legal counsel, and upon approval by the Executive Board.

## 9. RELATIONSHIPS TO OTHER ORGANIZATIONS

### 9.1 The Use of ALA's Name and Formal Relationships

The American Library Association is a non profit organization operated in the interest of libraries and to promote library service and membership.

All ALA units are responsible to Council which determines policies. Council's actions, however, may be overset by the membership. Therefore, primarily and ultimately the responsibility for the use of the American Library Association name rests with the aggregate membership.

The Association is governed by Council and administered by the Executive Board, which in its role as central management board, appoints the executive director, who is in charge of headquarters and its personnel.

The executive director delegates authority within ALA headquarters to ALA's department heads, who, in carrying out their assigned duties, are called upon to use ALA's name and, in that name, to commit the Association to programs, activities, and binding agreements.

Divisions are empowered by ALA's bylaws "to act for the ALA as a whole on any matter determined by Council to be the responsibility of the division." Authority for acting on behalf of the division rests with that division's executive board.

Round tables, membership initiative groups, and committees, do not have this constitutional authority.

The American Library Association's Executive Board, divisions, executive director, and department heads (consisting of the associate executive directors for the Washington Office, Communications, Finance, Member Programs and Services, Publishing, and Staff Support Services) who must use ALA's name in executing their responsibilities or in entering into formal relationships with other organizations abide by stated ALA policies and principles. A formal relationship is an arrangement with another non-profit organization if (a) the other organization is an affiliate of ALA (as defined in 9.3 below); (b) ALA has appointed an official representative to the other organization (as defined in 9.4); and/or (c) the other organization permitted to use the name of ALA or an ALA unit other than as identification of the provider of information services.

1. ALA's primary objective for entering into formal relationships with other organizations and business enterprises should be:

- 1) To help the Association achieve its mission to promote and improve library and information services and librarianship, or to assist libraries in achieving their mission.
- 2) To fulfill a specific need related to current ALA goals and objectives or to contribute in a significant way to the cooperating organization while using ALA's name and its resources effectively.

3) To benefit as much as possible from a reciprocal relationship in the form of finances, expertise, experience, public relations, or other advantages.

2. Formal relationships should be entered into with other organizations and business enterprises whose strength and reputation have been evaluated.

3. Formal relationships should be based on the following criteria:

- 1) The relationship is, as much as possible, reciprocal in that there are mutual needs and a sharing of purposes.
- 2) The structure and level of the relationship represents the best method of accomplishing the purpose or meeting the need.
- 3) The appropriate personnel are available and the time and talent are being or will be used effectively.
- 4) Costs in time and money are justified by the results.
- 5) Useful reporting devices are designed and used.
- 6) The need for the relationship is evaluated periodically.

4. Formal relationships which permit the other organization to use the name ALA or ALA Unit, other than to identify the provider of information or services, must be based on a written agreement pursuant to which ALA retains control of the use of its name or the unit's name.

5. Formal relationships with other organizations or business enterprises do not necessarily imply ALA endorsement of their policies, products, or services.

6. None of the American Library Association's published reports, findings, etc., shall be circulated under the imprint of the cooperating agency without the permission of the Association. The ALA Publishing Committee shall control the use of the ALA imprint.

While endorsements, or boycotts, by the American Library Association are not explicitly authorized in the Constitution and Bylaws, implicit authorization can be derived from the Constitution, Article VI (a) and (b).

Commendations honoring outstanding efforts of an individual, institution, or organization may be issued in the name of the Association by Council or units designated by Council through a formal resolution. (See Policy Manual 5.3(15): Memorial resolutions, tributes, and testimonials.)

### 9.2 Affiliation with other Organizations

Criteria have been established to guide the Council in considering applications for affiliation with ALA of national and international organizations which must: be not for profit; have interests consistent with those of ALA; have sufficiently large membership and length of existence to ensure continued support under constitutions and bylaws not in conflict with ALA and its policies; and do not discriminate in membership on the basis of race, creed, color, sex, sexual orientation, age, disabilities, or national origin.

(See "Current Reference File" for full text.)

### 9.3 Definition of Affiliate

An affiliate is a group having purpose or interests similar to those of the Association or its Divisions/Round Tables which has made successful formal application for affiliate status to Council (national or international group) or Division/Round Table (local, state or regional groups). No subdivision of the Association may separately affiliate itself with an organization with which ALA as a whole is affiliated. [See also policy 9.2]

## 9.4 Representatives

### 9.4.1 Formal Relationships

Official representatives to outside organizations serve either at the request of Council or at the direct request of an ALA unit whose approved budget includes membership dues and whose representative plays an active role in the governance or affairs of the outside organization. Official representatives participate in meetings or in the establishment of Councils, joint committees and other groups, which work together in activities of mutual interest.

Should an outside organization request an official representative from the Association, or should an outside organization submit a request to send an official representative to the Association, the request goes to the Executive Board and Council. If approved by Council, the Committee on Organization identifies the appropriate ALA unit and makes a unit recommendation to the Executive Board.

An official representative to an outside organization is an ALA member who is appointed to an outside organization at the request of Council or an ALA unit. An official representative from an outside organization must be a personal member of the ALA.

A representative to another ALA unit is an appointed member of an ALA unit whose duties include attending meetings of other ALA units for such purposes as communication or information dissemination.

### 9.4.2 Informal Relationships

Members of ALA or one of its units may be appointed to provide service, information, or to network with organizations outside the association for the purpose of accomplishing mutual goals. Such representatives have no formal role in the governing structure of the other unit or organization and the appointment of such representatives does not, in and of itself, constitute a "formal relationship" or an "affiliation" as defined in 9.1–9.3.

## 9.5 Relationships with Organizations Violating Human Rights

The American Library Association shall have no affiliation with, memberships in, or formal relationships with organizations which violate ALA principles and commitments to human rights and social justice set forth in ALA's policies, procedures, and position statements and the Universal Declaration of Human Rights.

## 9.6 Racist Institutions: Opposition to Support of

Public, academic, or school libraries which provide services or materials to racist institutions conceived for the purpose of circumventing desegregation of public schools may be censured by the American Library Association under procedures to be developed and approved by Council.

## 10. HEADQUARTERS AND PUBLICATIONS

### 10.1 Responsibility for Content of ALA Publications

As a publisher, the American Library Association and its member units establish goals and set policies for publication programs. The purpose and scope for each major publication will be clearly specified.

It is the responsibility of each member unit to communicate to its membership and its editors the purpose of the publication, its specific format, and to identify the audience for which it is intended.

Consistent with ALA's traditional dedication to the freedom of expression, free flow of ideas, and

policies on intellectual freedom and ethics, all member units shall endorse and apply the principles of freedom of the press to their publication program.

It is the responsibility of each member unit to appoint editors with experience or training in editorial theory and practice. Such editors, whether headquarters staff, contractors, or volunteers, shall be responsible for determining the content and style of the publication consistent with the goals and policies of the sponsoring unit. The decision as to appropriate material for inclusion in the publication shall rest with the editor guided by the ALA Constitution, its Bylaws, and relevant policies as adopted by the ALA Council and the unit which sponsors the publication.

(See "Current Reference File": 1989–90CD#47.1.)

### 10.1.1. Definition of an ALA Publication

The term "ALA publication" means an information product or other discrete set of information, regardless of medium:

That is created or compiled by ALA staff in the course of their duties on behalf of ALA or one of its units; or through a contractual relationship between the creator and ALA or one of its units; or by ALA members in the course of fulfilling their volunteer duties as members of an ALA committee, division, or round table; and that presents in an organized form information about a discrete topic: that can be and is intended to be distributed to multiple users; that has an element of originality in its intellectual content and organization of that content; that is not of an ephemeral nature; that is organized through purposeful design rather than by circumstance (e.g., a list); and that is distributed through a channel operated by the American Library Association (e.g., through the ALA Publishing Services Department, through a division's publications committee, through an ALA-operated server.)

### 10.1.2. Archiving of Electronic Publications

The ALA will regularly archive all ALA electronic publications; and, that the ALA archiving program for electronic publications will adhere to best practice as the science of archiving electronic publications matures and evolves.

## 10.2 American Libraries: Editorial Policy

The American Library Association is the publisher of the magazine, *American Libraries*. Because *American Libraries* is the official organ of the ALA, the editor has a particular responsibility to convey to the membership and other readers full and accurate information about the activities, purposes, and goals of the Association. In order to carry out this responsibility, the editor may have access to privileged information. The editor must assume an obligation to represent the best interests of the Association and its units fairly and as fully as possible within the scope of the journal and with due regard to the editor's prerogatives in producing a balanced and readable publication.

ALA encourages publication in the news columns of *American Libraries* of news about all matters of import to libraries and librarians. The editor is guaranteed independence in gathering, reporting, and publishing news according to the principles of the Association's policies on intellectual freedom.

Statements of official ALA positions on any matters shall be clearly identified as such when published in *American Libraries*. The editor must be free to analyze and interpret such matters as his or her judgment dictates, and such analysis and interpretation should appear over the editor's signature.

News and views have their place in *American Libraries*, and every opportunity shall be assured for expression of diverse views when members believe such views run counter to their own, or when news is considered to be inaccurately or not fully reported. Signed interpretative comment shall be encouraged. Columns of *American Libraries* shall be kept scrupulously and faithfully open to expression of all viewpoints of interest and concern to the library profession.

### 10.3 Sex-Stereotyping Terminology

Publications and official documents of the American Library Association shall avoid terminology which perpetuates sex stereotypes. Existing publications and official documents, as they are revised, shall be changed to avoid such terminology.

ALA will establish guidelines for editing all future publications and official documents and for review of all future advertising copy to insure that discriminatory remarks and sex-stereotyping terminology of any kind are eliminated.

### 10.4 Reproduction of Articles

The American Library Association may enter into agreements with various organizations engaged in the business of providing copies of copyrighted articles to persons requesting them. The copies are sometimes available in magnetic tape, in microform, and in hard copy.

ALA has developed criteria by which the agreements may be evaluated so as to assure uniform and nondiscriminatory treatment by ALA and the protection of the interests of ALA in its journals and publications and their contents. Any agreements made in accordance with these criteria do not imply any restriction on the use of copyrighted materials in ALA journals and publications for the noncommercial purpose of scientific or educational advancement. ALA Publishing Services has the responsibility for administering this policy and for securing approval of appropriate ALA units.

(See "Current Reference File" for full text and statement of criteria.)

### 10.5 Executive Board Review

The Executive Board shall review administrative decisions made in the internal management of Headquarters by the Executive Director, and the Executive Director shall be authorized to carry out the provisions of the budget including hiring and firing of staff without submitting matters previously authorized or individual appointments to the Executive Board except in the form of reports of action. Any action by the Executive Director shall be subject to review by the Executive Board upon request of any member of the Executive Board.

## 11. AWARDS

### 11.1 Presentation of Awards

Any award in a field covered by an ALA division shall be presented at a session of that division. No recognition of these awards will be made at ALA general sessions.

General awards shall be presented at general sessions. The chair of the ALA Awards Committee shall read a citation of no more than 300 words; the award will be presented by ALA's presiding officer; there are no speeches of acceptance.

Donors of awards are not invited to present awards in person. Potential donors shall be notified of these policies before ALA accepts the award from the donor.

### 11.2 Awards and Minimum Amounts

ALA awards are of four types: Grants, Recognition, Scholarships, and Conference Sponsorships.

Effective 1995, the minimum amounts for all ALA Awards are:

Grants	\$10,000
Recognition	\$ 5,000
Scholarships	\$ 3,000
Conference Sponsorships	\$ 1,000

### 11.3 Administrative Costs of Awards

Effective 1995, the administrative fee for all ALA Awards, including new awards, is 20 percent of the award amount, not to exceed \$1,000. The administrative fee would not apply to the Endowment Scholarships. For awards from an outside source, the standard overhead should be requested. For awards by a unit of ALA, administrative costs estimated by the unit shall be included in the proposal and in budget requests as needed. The purpose of the administrative fee shall be to pay for: a) costs of preparation, printing, and distribution of award criteria and nomination forms; b) publicity and promotion of the awards; c) costs for preparing citations and/or plaques; and d) expenses for the award presentation ceremonies.

## 12. ORGANIZATION MEMBERSHIP DUES AND PERQUISITES

The Bylaws, Article I, Section 2-B, C, and D, authorize Council to set the dues and perquisites of Chapters, Organization Members, and Corporate Members. The dues and perquisites established effective with the 2001 Membership Year are as follows:

Chapter Members: Dues \$110 annually.

Organization Members

- All organization member dues go to support the public awareness efforts of ALA through the Washington Office and the Public Information Office, specifically.
- Each Organization member may designate one Key Partner member. The Key Partner should be an individual who is in a position to support libraries and is not an employee of the library (e.g. mayor, city manager, superintendent, school principal, academic dean, library trustee, etc.)
- The Key Partner will receive briefing bulletins, either printed or electronic, on library issues.
- The Key Partner is a non-voting member of ALA and will not serve on ALA committees.

### 1. Library and Library School

Library Budget	Dues
Under \$50,000	\$110
\$50,000–\$150,000	\$175
\$151,000–\$250,000	\$520
\$251,000–\$500,000	\$865
\$501,000–\$999,000	\$1,210
Over \$1,000,000	\$1,415

2. All other Nonprofit Organization Members (chapters, library associations, international libraries, and nonprofit organizations other than libraries and library schools): Dues \$110 annually. For members joining ALA under Bylaw 1.2 B-C, the perquisites of membership shall be American Libraries, ALA Handbook of Organization and Membership Directory, eligibility for division and round table membership, eligibility for insurance, and discounts on library materials.

Corporate Members:

Library Champion:	Dues \$5,000 annually
Benefactor:	Dues \$2,500 annually
Patron:	Dues \$1,000 annually
Contributor:	Dues \$350 annually

The benefits to corporate members in each of these categories are available from the Membership Office (See Current Reference File for details).

## SECTION TWO: POSITIONS AND PUBLIC POLICY STATEMENTS

### 40. CORE VALUES AND ETHICS

#### 40.1 Core Values of Librarianship

The foundation of modern librarianship rests on an essential set of core values, which define, inform, and guide all professional practice. These values reflect the history and ongoing development of the profession and have been advanced, expanded, and refined by numerous policy statements of the American Library Association. Among these are:

- Access
- Confidentiality/Privacy
- Democracy
- Diversity
- Education and Lifelong Learning
- Intellectual Freedom
- Preservation
- The Public Good
- Professionalism
- Service
- Social Responsibility

It would be difficult, if not impossible, to express our values more eloquently than ALA already has in the Freedom to Read statement, the Library Bill of Rights, the ALA Mission Statement, Libraries: an American Value and other documents. These policies have been carefully thought out, articulated, debated, and approved by the ALA Council. They are interpreted, revised, or expanded when necessary. Over time, the values embodied in these statements have been embraced by the majority of librarians as the foundations of their practice. Adopted, 2004. (See “Current Reference File”: Core Values Task Force II Report: 2003–04, CD #7.2)

#### 40.2 Code of Professional Ethics for Librarians

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees, and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- 1) We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- 2) We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

- 3) We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- 4) We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- 5) We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- 6) We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- 7) We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- 8) We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

*Adopted by the ALA Council, June 28, 1995*

### 50. NATIONAL INFORMATION SERVICES AND RESPONSIBILITIES

#### 50.1 Support for “Goals for Action” of the National Commission on Libraries and Information Science

The American Library Association concurs in concepts and recommendations contained in “Goals for Action,” a report of the National Commission on Libraries and Information Science, and commits the Association and its units to maximum cooperation with the National Commission in implementation and further development of “Goals for Action.”

#### 50.2 Equal Rights Amendment Legislation

The American Library Association supports the equality of women both in the profession and in society at large. To this end the Association (a) supports implementation of the national plan of action as amended at the National Women's Conference in Houston in November 1977; (b) supports through employment practices policy the equal treatment of women in the work place; (c) supports the Equal Rights Amendment legislation; (d) supports the elimination of sex-stereotyping terminology through avoiding the use of such terminology in ALA publications and (e) supports adherence to affirmative action policies through its support of the enforcement of such policies in its library school accreditation standards and guidelines.

#### 50.3 Free Access to Information

The American Library Association asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services.

The American Library Association shall seek to make it possible for library and information service agencies which receive their major support from public funds to provide service to all people without additional fees and to utilize the latest technological developments to insure the best possible access to information, and ALA will actively promote its position on equal access to information.

#### 50.4 Bibliographic Data Bases

The American Library Association supports open access to information, including the information contained in online data bases, and encourages data base providers and other organizations to minimize restrictions placed on their members' use of bibliographic records maintained in their online data bases.

(See “Current Reference File”: 1984–85 CD #41.)

#### 50.5 Funding for Community Access Cable Programming

Libraries should work cooperatively with other groups in promoting the widest possible access to communications and information, including community access cable casting. The American Library Association, in order to support stable sources of funding for community access channels, endorses the following principles articulated by Open Channel and Publicable, two organizations with knowledge and experience in community access cablecasting:

- 1) That a portion of cable revenues be designated to provide financial and technical assistance for community access programming.
- 2) That this support be sufficient to promote genuine access.
- 3) That this assistance increase as the cable operator's revenue increases.
- 4) That the specific structures, funding formulas, and monitoring arrangements be left to the local community.

### 50.6 Literacy

#### 50.6.1 Literacy and State Library Agencies

The American Library Association supports the achievement of national literacy through educational activities utilizing the historical and cultural experience of libraries and librarians.

The American Library Association urges state library agencies to address the problems of illiteracy and give high priority to solutions in their short- and long-range plans for library development and the use of federal and state funds.

#### 50.6.2 Literacy and the Role of Libraries

The American Library Association reaffirms and supports the principle that lifelong literacy is a basic right for all individuals in our society and is essential to the welfare of the nation. ALA advocates the achievement of national literacy through educational activities utilizing the historical and cultural experiences of libraries and librarians.

ALA confirms that libraries of all types, as appropriate to their mission, have the responsibility to make literacy a high priority in planning and budgeting for library services. As pioneer and equal partners in the national literacy movement, libraries will continue to take a strong leadership role and must join with other literacy providers to urge local, state, federal, and private agencies to promote active development of literacy on a policy level and to support funding of the literacy services in libraries.

#### 50.7 Nominations to the Posts of Librarian of Congress and of Archivist of the United States

The privilege of reviewing nominations made by the President of the United States to the highest government posts in their respective professions is one accorded the major national professional organizations. The American Library Association strongly supports the extension of a similar privilege to ALA, enabling it to review the recommendations and

nominations for the positions of Librarian of Congress and of Archivist of the United States whenever new appointments to those posts are under consideration.

(See “Current Reference File”: July 1975 CD #58, 1986–87 CD #18.)

### 50.8 Financing of Libraries

In order to assist libraries facing severe economic problems resulting from inflation, the American Library Association will engage in a broad media information program to make the public aware of the benefits to be gained through tax support of libraries, and will simultaneously explore public financing alternatives for libraries facing financial problems.

### 50.9 NCLIS Membership

The American Library Association supports the appointment of members to the National Commission on Libraries and Information Science in an expeditious manner with appointees who fully meet the requirements of the statute.

(See “Current Reference File”: 1989–90 CD #59.)

### 50.10 Disarmament and Conflict Solving Information in Libraries

Libraries should make available and readily accessible information on possibilities for disarmament and alternative ways of solving conflicts.

### 50.11 Nuclear Freeze, the Arms Race and National Security

The American Library Association supports the concept of a nuclear freeze on the development and deployment of nuclear weapons. It urges libraries to establish balanced up-to-date collections of library materials on national security in the nuclear age, on nuclear arms, and the movements for disarmament and a nuclear moratorium. The Association furthermore urges libraries to stimulate public interest in these issues and make information available about various courses of action concerned individuals may take.

(See “Current Reference File.”)

### 50.12 Environmental Issues

The American Library Association urges librarians and library governing boards to collect and provide information on the condition of our Earth, its air, ground, water, and living organisms from all available sources.

(See “Current Reference File”: 1989–90 CD #48.)

### 50.13 National Library Symbol

The American Library Association endorses the symbol recommended by the ALA President’s Task Force and promotes its use.

### 50.14 Trade Publishers Discounts

The American Library Association supports the concept of equal discounts on equal volume orders for all buyers.

(See “Current Reference File”: 1983–84 CD #32.)

### 50.15 Electronic Environment

#### 50.15.1 Principles for the Networked World

Libraries are crucial to assuring that society benefits from the promises of technology but are increasingly challenged by a number of critical policy debates. There are seven policy areas intrinsic to libraries, technology, and the role that libraries play in connecting people to an increasingly networked world. These specific areas are:

- intellectual freedom, the right to access and express ideas;
- privacy, the freedom to choose the degree to which personal information is made available;

- equitable access to information;
- intellectual property;
- infrastructure, physical and social architectures within the context of the networked world;
- content, including public and government information; and
- information literacy, the ability to access and effectively participate in the networked world.

By establishing a baseline for ongoing policy discussions and decisions, the fundamental public policy requirements needed to support the ability of libraries to serve the public’s information needs are well defined. (See “Current Reference File”: Principles for the Networked World: 2001–2002 CD 20.2.)

#### 50.15.2 Principles for Digitized Content

The accelerating mass digitization of collections in libraries and cultural heritage institutions demands a framework of principles and a body of policy to guide decision-making and to enable values-driven choices. The principles for the digitization of content will provoke a review of American Library Association policies that address the creation, access, use and preservation of digital materials and that require revision, enhancement and creation. This is critical to the advancement of ALA’s leadership role in the information society and to the support provided to members. This will also sustain the relevance and impact of libraries and librarians in their communities.

##### 1. Values

Digital collections are as important to libraries as all other types of collections. The policies of the Association apply fully to digital collections, including values such as intellectual freedom, commitment to access, respect for confidentiality and privacy, freedom of information, service for the public good, and professionalism.

Digital content must be given the same consideration as other library materials when conducting collection development, organization and cataloging of works, reference services, and preservation.

Digital content must be provided in various and alternative ways to meet the unique needs and circumstances of all people.

Equitable access to digital library materials is ensured through maximum accessibility, ubiquity, sustainability, and barrier-free access

##### 2. Intellectual Property Rights

Access to and use of digital content that is protected by copyright should be provided in a fair and equitable manner, balancing the rights and privileges of users, creators, and owners.

Rights management policies and procedures must promote the advancement and sharing of knowledge, innovation, and creativity.

##### 3. Sustainable Collections

A library’s digital collections and associated activities must be sustainable.

Sustainability requires secure and ongoing funding, technology solutions that are appropriate to the longevity of the cultural record, and long-term management capabilities.

##### 4. Collaboration

Collaboration enables the building of collections that support research, scholarship and information needs of diverse communities.

Collaboration will require strong organizational support and promotion by library and cultural heritage practitioners, their institutions, and their associations.

##### 5. Advocacy

A library’s digital programs and associated activities require ongoing communication for its success.

The library and cultural heritage communities

must reach out to the public, to government, and to funding institutions with a clear and compelling message regarding the role of digital libraries and collections.

##### 6. International Scope

Digital collections increasingly serve an international audience and are part of a global information infrastructure that is not limited by geography.

The library and cultural heritage communities must understand the origination of materials in digital collections, respect the ownership of these materials, and be attentive to issues surrounding cultural asset exploitation and repatriation.

Digital collections and services must be developed with goals of technical and social interoperability in the international information sphere.

##### 7. Continuous learning

Digital collections are developed and sustained by an educated workforce.

Members of the library and cultural heritage professions must engage in ongoing learning. They must explore new technology, work with new partners, and reach new audiences

##### 8. Preservation

Digital resources must receive appropriate preservation

Preservation activities require the development of standards, best practices, and sustainable funding models to support long-term commitment to digital resources.

##### 9. Importance of Standards

Digital collections must be built upon standards and best practices that maximize their usefulness.

Such standards and best practices must serve the broadest community of users, including those with disabilities, support sustainable access and use over time, and provide user functionality that promotes the core library values.

Preference should be given to open standards and non-proprietary technologies that support long-term sustainability.

### 50.16 The Role of Libraries in Providing E-Government and Emergency Services

The American Library Association urges governments at all levels to acknowledge and support the essential role local libraries play in providing e-government and emergency response/recovery services, and to include libraries in relevant legislative or other policy actions. The American Library Association also encourages continued research documenting library needs and capacity to provide effective e-government and emergency response/recovery services, and help libraries develop best practices and train staff to deliver these essential services.

## 51. FEDERAL LEGISLATIVE POLICY

The Federal Government’s Role in Library and Information Services

A democratic society depends on the Federal government’s ensuring the right of access for all its citizens to a comprehensive range of knowledge and variety of communications media. Through declaration of policy, by legislation, regulation, and the appropriation of financial support, the Executive Branch and the Congress of the United States have responded to requests for a Federal role in support of libraries as vital institutions serving the needs and well-being of individuals and the nation. Thus, while most libraries are regional and local institutions, under local, state, or private control, the Federal government plays an essential role in helping ensure access to resources and services for all.

Open government is vital to a democracy. Federal policy makers must continue to recognize the unique role of libraries, their delivery systems, and their community base in the dissemination of information to the public. The Federal government must continue to assume special responsibility to ensure that information produced or funded by the government is readily accessible to the people through the nation's libraries within the constraints of national security, privacy, efficient decision-making, and costs.

The Federal government must also provide leadership in the development and application of new technologies and services. Federal action stimulates local pilot programs for innovative services designed for specific user groups, programs that require specialized materials and technology, and education programs for library personnel.

Emerging technologies and advancements in telecommunications are altering the profile of library service. The Federal government initiates and facilitates cooperation, encourages resource sharing among all types of libraries, and establishes standards and practices for development of quality library networks that extend beyond state and national boundaries.

The Department of Education through its mandate to assist libraries across the country raises standards of service and develops new programs to benefit library users. The Department not only administers important grant programs to public libraries, elementary and secondary school library media centers, and academic and research libraries, but also provides leadership, technical assistance, and dissemination of information. These functions must continue.

The Federal government also plays a critical role in the compilation and timely dissemination of statistical information, including data about libraries, information essential to long-range planning, and library development.

In an age of international communication and interchange of resources, the Federal government is pivotal in the development of libraries as institutions that transcend national boundaries. International protocols, participation in international organizations, transnational data flow and monetary policies are within the domain of the Federal government and all affect libraries throughout the world.

The Federal role complements, without supplanting, the basic responsibilities of state and local governments and institutions to assure quality library and information service.

The ALA Federal Legislative Policy, the product of an on-going revision, was adopted by Council in January, 1993. The entire text, from which the preceding is taken, is available free from the ALA Washington Office, 1301 Pennsylvania Avenue NW #403, Washington, DC 20002, (202) 547-4440.

Sections of the Policy are: (1) The Federal Government's Role in Library and Information Services. (2) Access to Information: Public Access to Federal Information; Depository Libraries; Sale of Government Information; Access to Unpublished and Classified Government Information; Equal Access to Library Services. (3) Intellectual Freedom. (4) Federal Policies: Postal Rates and Quality of Postal Service; Statistics;

Taxation; Copyright; Preservation of Library Materials. (5) Federal Programs: Federal Libraries: A National Resource; Library of Congress; Other National Libraries; Federal Libraries; Bibliographic and Reference Services; National Commission on

Libraries and Information Science; U.S. Department of Education; National Archives and Records Administration; National Foundation on the Arts and the Humanities; Federal Support for State Library Agencies; Federal Aid to Libraries, Systems, Education Agencies and Institutions; School Library Media Centers; Technical, Professional and Vocational Institution Libraries; College and Research Libraries; Public Libraries; Youth Services; Services to People in Institutions; Federal Support for Library Facilities. (6) Information Technologies: National Library and Information Networks; Technical Standards; Telecommunications and Broadcast Media. (7) Education, Research, and Personnel Education: Education; Research; Personnel. (8) White House Conference on Library and Information Services. (9) Equal Rights Amendment. (10) International Programs: United Nations; United Nations Educational, Scientific and Cultural Organization (UNESCO); International Exchange of Persons; International Flow of Publications; Florence Agreement; United States Libraries and Information Centers Abroad; International Copyright; International Postal Policy; Economic and Educational Development Programs. (11) Existing Federal Laws Affecting Librarians, Libraries and Their Users.

## 52. SERVICES AND RESPONSIBILITIES OF LIBRARIES

### 52.1 Service to Detention Facilities and Jails

The American Library Association encourages public libraries and systems to extend their services to residents of jails and other detention facilities within their taxing areas. ALA instructs its Association of Specialized and Cooperative Library Agencies in cooperation with the Public Library Association, the American Library Trustee Association, and other interested units to design a plan to assist public libraries in extending their services to local jails and detention facilities.

### 52.2 Preservation

#### 52.2.1 Preservation Policy. National Information Services and Responsibilities. Permanence and Durability of Information Products

The American Library Association's policy on preservation is based on its goal of ensuring that every person has access to information at the time needed and in a usable format. ALA affirms that the preservation of library resources protects the public's right to the free flow of information as embodied in the First Amendment to the Constitution and the Library Bill of Rights.

The Association supports the preservation of information published in all media and formats. The association affirms that the preservation of information resources is central to libraries and librarianship.

The Association and its Divisions will work closely with standards-setting organizations to identify and develop standards relevant to the preservation of library collections, participate in their periodic review and updating, identify and develop new standards when needed, and promote compliance with existing standards.

Manufacturers, publishers, distributors and purchasers of information products must work in tandem to improve the usability, durability, and longevity of the media (e.g., paper, film, magnetic tape, optical disk) that ensure the persistence of these products.

The Association will engage in active education and public relations efforts to develop, promote, and publicize standards for the usability, longevity, and durability of information media.

The Association will work with the publishers of content in digital form to develop guidelines on the preservation of digital information to help ensure that such information will not be lost when publishers can no longer retain and disseminate it.

Libraries have an obligation (a) to inform donors, users, administrators, and local officials about the ephemeral nature of primary source materials, (b) to promote strategies for the proper care, handling, and storage of these materials, and (c) to recommend the use of durable media and methods of documentation.

The federal government must provide leadership in developing an expansive and inclusive national preservation policy. The Association urges the federal government to take responsibility for the longevity of information that it publishes on paper, in microform, and in digital formats.

(See "Current Reference File": Preservation Policy. National Information Services and Responsibilities. Permanence and Durability of Information Products, 2000–2001 CD #39.1)

#### 52.2.2 Recycled Paper

The American Library Association urges all publishers, including the government, to use recycled paper for publications normally issued on nonpermanent paper and urges librarians to dispose of discarded paper so that it is available for recycling.

### 52.3 School Library Media Programs

#### 52.3.1 Instruction in Role of Libraries in Teacher Education

The American Library Association and the American Association of School Librarians Division recommend instruction in the role of libraries and the use of information resources as an integral part of all teacher education programs.

#### 52.3.2 The School Library Media Program

The purpose of the library media program is to ensure that students and staff are effective users of ideas and information. Within the program, the school library media specialist serves as an information specialist, teacher, and instructional consultant.

#### 52.3.3 School Library Media Programs: Materials Selection Policy Statements

As a basis for providing access to resources in library media programs, the American Library Association recommends that every school district have a written materials selection policy—formally adopted by the school board—which includes criteria and procedures for the selection and reconsideration of resources, following the principles of the Library Bill of Rights. The Association further recommends that each school building have its own collection development plan that supplements the district selection policy and provides specific guidelines for developing the school's collection.

### 52.4 Confidentiality of Library Records

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to "information sought or received, and materials consulted, borrowed, acquired," and includes database search records, reference interviews, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services.

The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which may be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation nor prosecution, the American judicial system provides the mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

The American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

- 1) Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users with specific materials to be confidential.
- 2) Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.
- 3) Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

#### **52.4.1 The Rights of Library Users and the USA Patriot Act**

The American Library Association opposes any use of governmental power to suppress the free and open exchange of knowledge and information or to intimidate individuals exercising free inquiry. All librarians, library administrators, library governing bodies, and library advocates are encouraged to educate their users, staff, and communities about the process for compliance with the USA Patriot Act and other related measures and about the dangers to individual privacy and the confidentiality of library records resulting from those measures. (See “Current Reference File”: The USA Patriot Act and Related Measures That Infringe on the Rights of Library Users: 2002–2003 CD #20.1.)

#### **52.4.2 Confidentiality of Personally Identifiable Information About Library Users**

The American Library Association regularly receives reports of visits by agents of federal, state, and local law enforcement agencies to libraries, asking for personally identifiable information about library users. These visits, whether under the rubric of simply informing libraries of agency concerns or for some other reason, reflect an insensitivity to the legal and ethical bases for confidentiality, and the role it plays in the preservation of First Amendment rights, rights also extended to foreign nationals while in the United States. The government's interest in library use reflects a dangerous and fallacious equation of what a person reads with what that person believes or how that person is likely to behave. Such a presumption can and does threaten the freedom of access to information. It also is a threat to a crucial aspect of First Amendment rights: that freedom of speech and of the press include the freedom to hold, disseminate and receive unpopular, minority, extreme, or even dangerous ideas. Adopted 1991, revised 2004.

(See “Current Reference File”: Policy Concerning

Confidentiality of Personally Identifiable Information About Library Users: 2003–04 CD#19.9)

#### **52.4.3 Immigrants' Rights to Free Public Library Access**

The American Library Association in cooperation with REFORMA and other affiliates works to inform and educate public libraries and member constituents about alternate forms of identification that will encourage the use of free public library services by all immigrant populations. (See “Current Reference File”: Resolution in Support of Immigrants' Rights to Free Public Library Access, 2004–2005 ALA CD #65)

#### **52.4.4 Retention of Library Records**

ALA urges all libraries to (a) limit the degree to which personally identifiable information is collected, monitored, disclosed, and distributed; (b) avoid creating unnecessary records; (c) limit access to personally identifiable information to staff performing authorized functions; (d) dispose of library usage records containing personally identifiable information unless they are needed for the efficient and lawful operation of the library, including, but not limited to data-related logs, digital records, vendor-collected data, and system backups; (e) ensure that the library work with its organization's information technology unit to ensure that library usage records processed or held by the IT unit are treated in accordance with library records policies; (f) ensure that those records that must be retained are secure; (g) avoid library practices and procedures that place personally identifiable information on public view; (h) assure that vendor agreements guarantee library control of all data and records; and (i) conduct an annual privacy audit to ensure that information processing procedures meet privacy requirements by examining how information about library users and employees is collected, stored, shared, used, and destroyed.

ALA also urges all libraries and the library community to (a) adopt or update a privacy policy protecting users' personally identifiable information; (b) communicate to library users how their information is used; (c) explain the limited circumstances under which personally identifiable information could be disclosed; and (d) advocate that records retention laws and regulations limit retention of library usage records containing personally identifiable information to the time needed for efficient operation of the library.

#### **52.4.5 Support of Immigrants' Rights**

ALA strongly supports the protection of each person's civil liberties, regardless of that individual's nationality, residency, or status; and that ALA opposes any legislation that infringes on the rights of anyone in the USA or its territories, citizens or otherwise, to use library resources, programs, and services on national, state, and local levels.

### **52.5 Library Services for Youth**

#### **52.5.1 Youth Services**

The American Library Association recognizes that the future of libraries and of society itself depends upon the preparedness of youth to carry adult responsibilities for business, government, parenthood and other leadership. Children and young adults cannot fulfill their potential or that of society without high quality library opportunities through both public and school libraries. ALA is committed to the support and development of resources and services for children and young adults through both school and public libraries.

#### **52.5.2 Sex Education Materials in Libraries**

ALA affirms the right of youth to comprehensive, sex-related education, materials, programs, and referral services of the highest quality; affirms the active role of librarians in providing such; and urges librarians and library educators to reexamine existing policies and practices and assume a leadership role in seeing that information is available for children and adolescents, parents, and youth-serving professionals.

#### **52.5.3 Selective Service Information in Libraries**

Librarians should have available information on the full range of alternatives within and without the military services for those young persons who are facing the prospect of conscription.

### **52.6 Instruction in the Use of Libraries**

In order to assist individuals in the independent information retrieval process basic to daily living in a democratic society, the American Library Association encourages all libraries to include instruction in the use of libraries as one of the primary goals of service. Libraries of all types share the responsibility to educate users in successful information location, beginning with their childhood years and continuing the education process throughout their years of professional and personal growth.

### **52.7 Privatization of Publicly Funded Libraries**

ALA affirms that publicly funded libraries should remain directly accountable to the publics they serve. Therefore, the American Library Association opposes the shifting of policy making and management oversight of library services from the public to the private for-profit sector.

### **52.8 Disinformation, Media Manipulation and the Destruction of Public Information**

The ALA opposes the use by government of disinformation, media manipulation, the destruction and excision of public information, and other such tactics, and ALA encourages its members to help raise public consciousness regarding the many ways in which disinformation and media manipulation are being used to mislead public opinion in all spheres of life, and encourages librarians to facilitate this awareness with collection development, library programming and public outreach that draws the public's attention to those alternative sources of information dedicated to countering and revealing the disinformation often purveyed by the mainstream media. (See “Current Reference File”: Resolution on Disinformation, Media Manipulation and The Destruction of Public Information, 2004–2005 ALA CD #64)

## **53. INTELLECTUAL FREEDOM**

Texts of policies are available from the Office for Intellectual Freedom, ALA Headquarters, 50 E. Huron Street, Chicago, IL 60611.

### **53.1 Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- 1) Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

- 2) Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- 3) Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- 4) Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- 5) A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- 6) Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

### 53.1.1

Challenged materials that meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. Adopted 1971, revised 1990.

(See "Current Reference File": Challenged Materials: An Interpretation of the Library Bill of Rights: 1989–90 CD #61.2.)

### 53.1.2

Expurgation of any parts of books or other library resources by the library, its agent, or its parent institution is a violation of the Library Bill of Rights because it denies access to the complete work, and, therefore, to the entire spectrum of ideas that the work was intended to express. Adopted 1973; amended 1981, 1990.

(See "Current Reference File": Expurgation of Library Materials: An Interpretation of the Library Bill of Rights, revised 1990. 1989–90 CD #61.3.)

### 53.1.3

Members of the school community involved in the collection development process employ educational criteria to select resources unfettered by their personal, political, social, or religious views. Students and educators served by the school library media program have access to resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval. School library media specialists resist efforts by individuals or groups to define what is appropriate for all students or teachers to read, view, hear, or access via electronic means. Adopted 1986, amended 1990, 2000, 2005.

(See "Current Reference File": Access to Resources and Services in the School Library Media Program: 2004–05 CD #19.3)

### 53.1.4

Denying minors equal and equitable access to all library resources available to other users violates the Library Bill of Rights. Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the en-

tire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors. Adopted 1972, amended 1981, 1992, and 2004.

(See "Current Reference File": Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights.)

### 53.1.5

Evaluation of library materials is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community. Adopted 1973, amended 1981.

(See "Current Reference File": Evaluating Library Collections: An Interpretation of the Library Bill of Rights.)

### 53.1.6

Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights. Policies to protect library materials for reasons of physical preservation, protection from theft, or mutilation must be carefully formulated and administered with extreme attention to the principles of intellectual freedom. All proposals for restricted access collections should be carefully scrutinized to ensure that the purpose is not to suppress a view point or to place a barrier between certain patrons and particular content. A primary goal of the library profession is to facilitate access to all points of view on current and historical issues. Adopted 1973, amended 1981, 1991, 2000, and 2004.

(See "Current Reference File": Restricted Access to Library Materials: An Interpretation of the Library Bill of Rights: 1999–2000 CD #19.4.)

### 53.1.7

Labels on library materials may be viewpoint-neutral directional aids that save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials. A variety of organizations promulgate rating systems as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by the library violates the Library Bill of Rights. Adopting such systems into law may be unconstitutional. If such legislation is passed, the library should seek legal advice regarding the law's applicability to library operations. Adopted 1951, amended 1971, 1981, 1990, 2005.

(See "Current Reference File": Labels and Rating Systems: An Interpretation of the Library Bill of Rights: 2004–05 CD #19.4.)

### 53.1.8

Libraries maintaining exhibit spaces and bulletin boards for outside groups and individuals should develop and publish statements governing use to assure that space is provided on an equitable basis to all groups that request it. A publicly supported library may designate use of exhibit space for strictly library-related activities, provided that this limitation is viewpoint neutral and clearly defined. Libraries may include in this policy rules regarding the time,

place, and manner of use of the exhibit space, so long as the rules are content neutral and are applied in the same manner to all groups wishing to use the space. Adopted 1991, amended 2004.

(See "Current Reference File": Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights.)

### 53.1.9

Libraries maintaining meeting room facilities should develop and publish statements governing use. These statements can properly define time, place, or manner of use; such qualifications should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. A publicly supported library may limit use of its meeting rooms to strictly "library related" activities, provided that the limitation is clearly circumscribed and is viewpoint neutral. Adopted 1991.

(See "Current Reference File": Meeting Rooms: An Interpretation of the Library Bill of Rights.)

### 53.1.10

A policy on library-initiated programming should set forth the library's commitment to free access to information and ideas for all users. Library staff select programs based on the interests and information needs of the community. Libraries servicing multilingual or multicultural communities should make efforts to accommodate the information needs of those for whom English is a second language. Adopted 1982, revised 1990, 2000.

(See "Current Reference File": Library Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights: 1999–2000 CD #19.4)

#### 53.1.11

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user and policies should not unjustly exclude materials even if offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article 2 of the Library Bill of Rights. A balanced collection reflects diversity of materials, not equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community the library serves. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the acquisition of materials on all subjects that meet, as closely as possible, the needs and interest of all persons in the community the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues. Adopted 1982, amended 1990.

(See "Current Reference File": Diversity in Collection Development: An Interpretation of the Library Bill of Rights: 1989–90 CD #61.3.)

### 53.1.12

The American Library Association believes that freedom of expression is an inalienable human right, necessary to self-government, vital to the resistance

of oppression, and crucial to the cause of justice, and further, that the principles of freedom of expression should be applied by libraries and librarians throughout the world. Adopted 1989.

(See “Current Reference File”: The Universal Right to Free Expression: An Interpretation of the Library Bill of Rights: 1990–91 CD #18.1.)

### 53.1.13

Recognizing that librarians cannot act in loco parentis, policies which set minimum age limits for access to nonprint materials and equipment with or without parental permission abridge library use for minors. Nevertheless, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children’s viewing, using published reviews of films and videotapes and reference works that provide information about the content, subject matter, and recommended audiences. Adopted 1989, revised 1991 and 2004.

See “Current Reference File”: Access for Children and Young Adults to Nonprint Materials: An Interpretation of the Library Bill of Rights: 1988–89 CD #92.6.)

### 53.1.14

The American Library Association opposes the charging of user fees for the provision of information by all libraries and information services that receive their major support from public funds. All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users. The ALA opposes any legislative or regulatory attempt to impose content restrictions on library resources, or to limit user access to information, as a condition of funding for publicly supported libraries and information services. Adopted 1993.

(See also Policies 50.3, 50.8, 60.1, and 61.1.)

(See “Current Reference File”: Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights: 1992–93 CD #26.6.2.)

### 53.1.15

The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation. The Association also encourages librarians to proactively support the First Amendment rights of all library users, regardless of sex, gender identity, or sexual orientation. Adopted 1993, amended 2000 and 2004.

(See “Current Reference File”: Access to Library Resources and Services Regardless of Sex, Gender Identity, or Sexual Orientation: An Interpretation of the Library Bill of Rights: 2003–04 CD #19.5)

### 53.1.16

In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one’s interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf. Protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship. (See “Current Reference File”: Privacy: An Interpretation of the Library Bill of Rights: 2001–2002 CD #19.6.)

### 53.1.17

The ALA affirms that the use of filtering software by libraries to block access to constitutionally pro-

TECTED speech violates the Library Bill of Rights. (See “Current Reference File”: Resolution on the Use of Filtering Software in Libraries, 1996–97 CD #19.4)

### 53.1.18

The general principles set forth in the Library Bill of Rights form an indispensable framework for building collections, services, and policies that serve the entire academic community. Among many other requirements, academic libraries must protect the privacy of their users; develop collections without consideration of personal values; maintain a balance of materials; provide open and unfiltered access to the Internet; promote a service philosophy that affords equal access to information for all in the academic community without discrimination of any kind; and ensure a procedure of due process for dealing with the removal or addition of library resources, exhibits, or services. Adopted 2000.

(See “Current Reference File”: Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights: 1999–2000 CD #19.8)

### 53.1.19 Access to Electronic Information, Services, and Networks

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. Libraries and librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology. Electronic resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to electronic resources no less than they do to the more traditional sources of information in libraries. Adopted 1996, amended 2005.

(See “Current Reference File”: Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights: 2004–05 CD #19.2)

### 53.2 Freedom to View

The American Library Association endorses Freedom to View, a statement of the American Film and Video Association.

(See “Current Reference File”: Freedom to View, revised 1990; 1989–90 CD #61.5.)

### 53.3 Freedom to Read

The American Library Association endorses Freedom to Read, a joint statement by the American Library Association and the Association of American Publishers. Adopted 1953, revised 1972, 1991, 2000, and 2004.

(See “Current Reference File”: Freedom to Read: 2003–04 ALA CD #19.11)

#### 53.3.1 Linguistic Pluralism

The American Library Association opposes all language laws, legislation, and regulations which restrict the rights of citizens who speak and read languages other than English, and those language laws, legislation, and regulations which abridge pluralism and diversity in library collections and services. The Association works with state associations and other agencies in devising ways to counteract restrictions arising from existing language laws and regulations,

and encourages and supports the provision of library resources and services in the languages in common use in each community in the United States.

### 53.4 Governmental Intimidation

The American Library Association opposes any use of governmental prerogatives that lead to the intimidation of individuals or groups and discourages them from exercising the right of free expression as guaranteed by the First Amendment to the U.S. Constitution. ALA encourages resistance to such abuse of governmental power and supports those against whom such governmental power has been employed.

### 53.5 Support of Academic Freedom

The American Library Association reaffirms the principles of academic freedom embodied in the American Association of University Professors’ “Statement on Academic Freedom and Tenure” (1940), and opposes any legislation or codification of documents (e.g. the “Academic Bill of Rights” (ABOR)) that undermine academic or intellectual freedom, chill free speech, and/or otherwise interfere with the academic community’s well-established norms and values of scholarship and educational excellence. (See “Current Reference File”: Resolution in Support of Academic Freedom 2005-2006 ALA CD 36).

### 53.6 Shield Laws

The American Library Association supports the enactment by Congress of a broad and effective federal shield law. The Association exhorts its chapters to work vigorously for the enactment of broad and effective shield laws in every state.

### 53.7 Loyalty Oaths

The American Library Association protests conditions of employment predicated on inquiries into library employees’ thoughts, reading matter, associates, or memberships in organizations. The Association also protests compulsory affirmations of allegiance as a condition of employment in libraries and calls on libraries not to impose loyalty tests or oaths as conditions of employment.

### 53.8 Destruction of Libraries

The American Library Association deplores the destruction of libraries, library collections and property, and the disruption of the educational process by that act, whether it be done by individuals or groups of individuals and whether it be in the name of honest dissent, the desire to control or limit thought or ideas, or for any other purpose.

### 53.9 Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America’s libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

We defend the constitutional rights of all individuals, including children and teenagers, to use the library’s resources and services;

We value our nation’s diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;

We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;

We connect people and ideas by helping each person select and effectively use the library's resources; We protect each individual's privacy and confidentiality in the use of library resources and services; We protect the rights of individuals to express their opinions about library resources and services;

We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners—informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

### 53.10 Violence in the Media: A Joint Statement

The American Library Association endorses Violence in the Media: A Joint Statement, a statement of the Association of American Publishers, Inc.

(See "Current Reference File": Violence in the Media: A Joint Statement: 2000–2001 CD #19.3)

### 53.11 Radio Frequency Identification (RFID) Technology and Privacy Principles

All businesses, organizations, libraries, educational institutions, and non-profits that buy, sell, loan, or otherwise make available books and other content to the public utilizing RFID technologies shall:

- 1) Implement and enforce an up-to-date organizational privacy policy that gives notice and full disclosure as to the use, terms of use, and any change in the terms of use for data collected via new technologies and processes, including RFID.
- 2) Ensure that no personal information is recorded on RFID tags, which, however, may contain a variety of transactional data.
- 3) Protect data by reasonable security safeguards against interpretation by an unauthorized third party.
- 4) Comply with relevant federal, state, and local laws as well as industry best practices and policies.
- 5) Ensure that the four principles outlined above must be verifiable by an independent audit.

Adopted 2005. (See "Current Reference File": Resolution on Radio

Frequency Identification (RFID) Technology and Privacy Principles: 2004–05 CD#19.1)

### 53.12 Threats to Library Materials Related to Sex, Gender Identity, or Sexual Orientation

The American Library Association affirms the inclusion in library collections of materials that reflect the diversity of our society, including those related to sex, gender identity, or sexual orientation. ALA encourages all American Library Association chapters to take active stands against all legislative or other government attempts to proscribe materials related to sex, gender identity, or sexual orientation; and encourages all libraries to acquire and make available materials representative of all the people in our society. (See "Current Reference File": Resolution on Threats

to Library Materials Related to Sex, Gender Identity, or Sexual Orientation, 2004–2005 ALA CD#49)

## 54. LIBRARY PERSONNEL PRACTICES

### 54.1 Library and Information Studies and Human Resource Utilization: A Statement of Policy

To meet the goals of library service, both professional and supportive staff are needed in libraries. Thus, the library occupation is much broader than that segment of it which is the library profession, but the library profession has responsibility for defining the training and education required for the preparation of personnel who work in libraries at any level, supportive or professional.

Skills other than those of library and information studies also have an important contribution to make to the achievement of superior library service. There should be equal recognition in both the professional and supportive ranks for those individuals whose expertise contributes to the effective performance of the library.

The title "Librarian" carries with it the connotation of "professional" in the sense that professional tasks are those which require a special background and education.

(See "Current Reference File": ALA Library and Information Studies Education and Human Resource Utilization: A Statement of Policy 2001–2002 CD #3)

### 54.2 Librarians: Appropriate Degrees

The master's degree from a program accredited by the American Library Association (or from a master's level program in library and information studies accredited or recognized by the appropriate national body of another country) is the appropriate professional degree for librarians.

(See "Current Reference File": Historical Note on the Use of Terminology Pertaining to Degree Programs Accredited by the American Library Association.)

#### 54.2.1 Academic Librarians

The master's degree in library and information studies from a library school program accredited by the American Library Association is the appropriate terminal professional degree for academic librarians.

#### 54.2.2 School Library Media Specialists

The master's degree in library and information studies from a program accredited by the American Library Association or a master's degree with a specialty in school library media from an educational unit accredited by the National Council for the Accreditation of Teacher Education is the appropriate first professional degree for school library media specialists. (Adopted July 6, 1988, by ALA Council.)

### 54.3 Equal Employment Opportunity

The American Library Association is committed to equality of opportunity for all library employees or applicants for employment, regardless of race, color, creed, sex, sexual orientation, age, disability, individual life-style, or national origin; and believes that hiring individuals with disabilities in all types of libraries is consistent with good personnel and management practices. Key factors in the selection of library personnel are training, knowledge, job interest, and the particular physical or mental abilities to do a specific job. Modification of the work environment should be considered if necessary to assist an individual in performing the job.

(See "Current Reference File": ALA Equal Employment Opportunity Policy: A Public Policy Statement on Employment; also, Employment of the Handicapped.)

#### 54.3.1 Affirmative Action Plans

Member libraries and library schools with 15 or more staff shall formulate written affirmative action plans and shall submit these plans to HRDR for review.

#### 54.3.2 Library Services for People with Disabilities

The American Library Association recognizes that people with disabilities are a large and neglected minority in the community and are severely underrepresented in the library profession. Disabilities cause many personal challenges. In addition, many people with disabilities face economic inequity, illiteracy, cultural isolation, and discrimination in education, employment and the broad range of societal activities.

Libraries play a catalytic role in the lives of people with disabilities by facilitating their full participation in society. Libraries should use strategies based upon the principles of universal design to ensure that library policy, resources and services meet the needs of all people.

ALA, through its divisions, offices and units and through collaborations with outside associations and agencies, is dedicated to eradicating inequities and improving attitudes toward and services and opportunities for people with disabilities.

For the purposes of this policy, "must" means "mandated by law and/or within ALA's control" and "should" means "it is strongly recommended that libraries make every effort to . . ." Please see <http://www.ala.org/ascla/accesspolicy.html> for the complete text of the policy, which includes explanatory examples.

- 1) The Scope of Disability Law. Providing equitable access for persons with disabilities to library facilities and services is required by Section 504 of the Rehabilitation Act of 1973, applicable state and local statutes, and the Americans with Disabilities Act of 1990 (ADA).
- 2) Library Services. Libraries must not discriminate against individuals with disabilities and shall ensure that individuals with disabilities have equal access to library resources. Libraries should include persons with disabilities as participants in the planning, implementing, and evaluating of library services, programs, and facilities.
- 3) Facilities. The ADA requires that both architectural barriers in existing facilities and communication barriers that are structural in nature be removed as long as such removal is "readily achievable." (i.e., easily accomplished and able to be carried out without much difficulty or expense.)
- 4) Collections. Library materials must be accessible to all patrons including people with disabilities. Materials must be available to individuals with disabilities in a variety of formats and with accommodations, as long as the modified formats and accommodations are "reasonable," do not "fundamentally alter" the library's services, and do not place an "undue burden" on the library. Within the framework of the library's mission and collection policies, public, school, and academic library collections should include materials with accurate

and up-to-date information on the spectrum of disabilities, disability issues, and services for people with disabilities, their families, and other concerned persons.

- 5) Assistive Technology. Well-planned technological solutions and access points, based on the concepts of universal design, are essential for effective use of information and other library services by all people. Libraries should work with people with disabilities, agencies, organizations and vendors to integrate assistive technology into their facilities and services to meet the needs of people with a broad range of disabilities, including learning, mobility, sensory and developmental disabilities. Library staff should be aware of how available technologies address disabilities and know how to assist all users with library technology.
- 6) Employment. ALA must work with employers in the public and private sectors to recruit people with disabilities into the library profession, first into library schools and then into employment at all levels within the profession. Libraries must provide reasonable accommodations for qualified individuals with disabilities unless the library can show that the accommodations would impose an “undue hardship” on its operations. Libraries must also ensure that their policies and procedures are consistent with the ADA and other laws.
- 7) Library Education, Training and Professional Development. All graduate programs in library and information studies should require students to learn about accessibility issues, assistive technology, the needs of people with disabilities both as users and employees, and laws applicable to the rights of people with disabilities as they impact library services. Libraries should provide training opportunities for all library employees and volunteers in order to sensitize them to issues affecting people with disabilities and to teach effective techniques for providing services for users with disabilities and for working with colleagues with disabilities.
- 8) ALA Conferences. ALA conferences held at facilities that are “public accommodations” (e.g. hotels and convention centers) must be accessible to participants with disabilities. The association and its staff, members, exhibitors, and hospitality industry agents must consider the needs of conference participants with disabilities in the selection, planning, and layout of all conference facilities, especially meeting rooms and exhibit areas. ALA Conference Services Office and division offices offering conferences must make every effort to provide accessible accommodations as requested by individuals with special needs or alternative accessible arrangements must be made. Conference programs and meetings focusing on the needs of, services to, or of particular interest to people with disabilities should have priority for central meeting locations in the convention/conference center or official conference hotels.
- 9) ALA Publications and Communications. All ALA publications, including books, journals, and correspondence, must be available in alternative formats including electronic text. The ALA website must conform to the currently accepted guidelines for accessibility, such as those issued by the World Wide Web Consortium.

(See “Current Reference File”: Library Services for People with Disabilities Policy, 2000–2001 CD #24)

#### 54.4 Comparable Rewards

The American Library Association supports salary administration which gives reasonable and comparable recognition to positions having administrative, technical, subject, and linguistic requirements. It is recognized that all such specialist competencies can be intellectually vigorous and meet demanding professional operational needs. In administering such a policy, it can be a useful guide that, in major libraries, as many nonadministrative specialties be assigned to the top classifications as are administrative staff. Whenever possible there should be as many at the top rank with less than 30 percent administrative load as there are at the highest rank carrying over 70 percent administrative load.

#### 54.5 Faculty Status of College and University Librarians

The intellectual contributions made by academic librarians to the teaching, research, and service mission of their colleges and universities merit the granting of faculty status. Faculty status for librarians should entail the same rights and responsibilities granted to and required of other members of the faculty.

#### 54.6 Security of Employment for Library Employees

Security of employment means that, following the satisfactory completion of a probationary period, the employment of a library employee under permanent appointment\* carries with it an institutional commitment to continuous employment. Job competence, in accordance with the aims and objectives of the library, should be the criterion for acceptable performance for a library employee with permanent appointment. Library employees shall not be terminated without adequate cause and then only after being accorded due process.

Employing anyone for successive, limited periods with the intent to avoid the granting of permanent appointment is deemed unethical.

Security of employment, as an elementary right, guarantees specifically:

- 1) Intellectual freedom, defined as freedom to assume the responsibility placed upon a person by a democratic society to educate oneself and to improve one's ability to participate usefully in activities in which one is involved as a citizen of the United States and of the world, and institutional adherence to the Library Bill of Rights.
- 2) Appointments and promotions based solely on merit without interference from political, economic, religious, or other groups.
- 3) A sufficient degree of economic security to make employment in the library attractive to men and women of ability.
- 4) The opportunity for the library employee to work without fear of undue interference or dismissal and freedom from discharge for racial, political, religious, or other unjust reasons.

#### 54.7 Inclusiveness and Mutual Respect

The American Library Association values, respects, and welcomes the contributions and participation of all library workers. ALA actively promotes inclusiveness within the Association and communicates images and information about all types of library careers. ALA provides services and developmental opportunities for all library workers.

\*Permanent appointment in different types of libraries is variously called tenure, continuous appointment, career service, regular contract, etc.

The American Library Association affirms the importance of inclusiveness and mutual respect as essential for employee productivity, morale, and learning. Library employers that have developed respectful organizational cultures with inclusive language and developmental opportunities for all library workers should be recognized as models for others. (See “Current Reference File”: ALA Policy on Inclusiveness and Mutual Respect, 2004–2005 ALA CD#49)

#### 54.8 The Library's Pay Plan

In order to assure equal pay for equal work, libraries should have a well-constructed and well-administered pay plan based on systematic analysis and evaluation of jobs in the library.

(See “Current Reference File”: The Library's Pay Plan: A Public Policy Statement.)

#### 54.9 Permanent Part-Time Employment

The right to earn a living includes a right to part-time employment on a par with full-time employment, including prorated pay and fringe benefits, opportunity for advancement and protection of tenure, access to middle-and upper-level jobs, and exercise of full responsibilities at any level.

ALA shall create more voluntarily chosen upgraded permanent part-time jobs in its own organization and supports similar action on the part of all libraries.

#### 54.10 Equal Opportunity and Salaries

The American Library Association supports and works for the achievement of equal salaries and opportunity for employment and promotion for men and women.

The Association fully supports the concept of comparable wages for comparable work that aims at levels of pay for female-oriented occupations equal to those of male-oriented occupations; ALA therefore supports all legal and legislative efforts to achieve wages for library workers commensurate with wages in other occupations with similar qualifications, training, and responsibilities.

ALA particularly supports the efforts of those library workers who have documented, and are legally challenging, the practice of discriminatory salaries, and whose success will benefit all library workers throughout the nation.

#### 54.11 Collective Bargaining

The American Library Association recognizes the principle of collective bargaining as one of the methods of conducting labor-management relations used by private and public institutions. The Association affirms the right of eligible library employees to organize and bargain collectively with their employers, or to refrain from organizing and bargaining collectively, without fear of reprisal.

(See “Current Reference File”: Collective Bargaining, Statement of Guidelines.)

#### 54.12 Residency and Citizenship Requirements

The American Library Association is opposed to any rule, regulation or practice, imposing as a condition of new or continued employment in any library, a requirement of residence or U.S. citizenship except where a demonstrable danger to national security is involved.

#### 54.13 Drug Testing

The American Library Association opposes mandatory drug testing of library employees and advocates employee assistance programs as the best way for library employers to respond to performance deficiencies due to drug use.

(See “Current Reference File”: 1987–88 CD #61.)

#### 54.14 Information and Referral Services

ALA provides, through its offices, divisions, round tables, and committees, information and referral services regarding tenure, status, fair employment practices (including discrimination and sexual harassment), and the principles of intellectual freedom as set forth in policies adopted by Council.

#### 54.15 Institutional Support of ALA Members to Attend ALA Conferences

The American Library Association supports the principle of giving preference, in libraries, to members of ALA in providing financial support and administrative leave to attend ALA Conferences. ALA supports encouraging staff in both administrative and nonadministrative positions in libraries to attend the annual ALA Conference.

#### 54.16 Gay Rights

The American Library Association Council reaffirms its support for equal employment opportunity for gay librarians and library workers. The Council recommends that libraries reaffirm their obligation under the Library Bill of Rights to disseminate information representing all points of view on this topic. (See also 54.3.)

#### 54.17 Advertising Salary Ranges

Available salary ranges shall be given for positions listed in any placement services provided by ALA and its units. A regional salary guide delineating the latest minimum salary figures recommended by state library associations shall be made available from any placement services provided by ALA and its units.

All ALA and unit publications printing classified job advertisements shall list the salary ranges established for open positions where available and shall include a regional salary guide delineating the latest minimum salary figures recommended by state library associations for library positions.

#### 54.18 Reproduction of Noncommercial Educational and Scholarly Journals

ALA encourages authors writing primarily for purposes of educational advancement and scholarship to reserve to themselves licensing and reproduction rights to their own works in the publishing contracts they sign.

ALA, in cooperation with other educational organizations, urges publishers to adopt and include in their journals or similar publications a notice of a policy for the noncommercial reproduction of their materials for educational and scholarly purposes.

#### 54.19 AIDS Screening

The American Library Association opposes mandatory AIDS screening of library employees and advocates employee assistance programs as the best way for library employers to respond to performance deficiencies related to [such illness as] AIDS and AIDS-Related Complex (ARC). (See "Current Reference File": 1988–89 CD #22.)

#### 54.20 Comprehensive Health Care

ALA recognizes the importance of comprehensive health care for all Americans and its impact on libraries and their users. Adopted 2005.

(See "Current Reference File": 2004–05 CD#39.)

#### 54.21 Workplace Speech

Libraries should encourage discussion among library workers, including library administrators, of non-confidential professional and policy matters about the operation of the library and matters of public concern within the framework of applicable

laws. (See "Current Reference File": Resolution on Workplace Speech, 2004–2005 ALA CD#38.1.)

### 55. STANDARDS AND GUIDELINES

From time to time, ALA adopts standards and guidelines for the delivery of library services. Standards are policies which describe shared values and principles of performance for a library. Guidelines consist of procedures that will prove useful in meeting the standards.

(For a complete list of standards and guidelines adopted by ALA units, contact the ALA Information Center.)

#### 55.1 Adoption of Standards of ALA Divisions

The authority of divisions to develop standards is described in the Bylaws, Article VI, Section 3(d).

#### 55.2 Adoption of Standards of ALA Units

Standards adopted by ALA units other than divisions as provided in the Constitution and Bylaws become ALA policy only when adopted by Council.

#### 55.3 Adoption of Guidelines

All ALA units may develop and adopt guidelines in their area of responsibility or interest.

#### 55.4 Standards of Accreditation in Library Education: Appeals Procedure

A graduate program in library and information studies may file a written appeal against any accreditation decision, by the Committee on Accreditation, which does not result in accreditation. Details regarding the appeals procedure shall be supplied to all programs participating in the accreditation process.

(See "Current Reference File": Executive Board Appeal Procedure.)

### 56. LIBRARY EDUCATION

#### 56.1 Graduate Programs in Library and Information Studies

The American Library Association supports the provision of library services by professionally qualified personnel who have been educated in graduate programs within institutions of higher education. It is of vital importance that there be professional education available to meet the social needs and goals of library services. Therefore, the American Library Association supports the development and continuance of high quality graduate programs in library and information studies (LIS) of the quality, scope and availability necessary to prepare individuals in the broad profession of information dissemination.

The American Library Association supports education for the preparation of professionals in the field of library and information studies (LIS) as a university program at the master's level. LIS programs are central to a discipline that will continue to concern itself with the development of information literate citizens and to fill a necessary role in the information society of the next century. LIS education is currently challenged by dynamic changes in the society it serves and prepares students for a rapidly growing information profession that can extend well beyond the customarily defined parameters of libraries. It is undergirded by a growing research base that is diverse and draws upon a broad range of disciplines, and its faculty members are expected to translate their knowledge into improved library and information services.

(See "Current Reference File": 1992–93CD#13.1.)

#### 56.2 Affirmative Action

The American Library Association encourages ALA-accredited programs of library and information studies to continue to implement their affirmative action programs in admissions and in employment in the wake of the Bakke case decision by the Supreme Court.

(See "Library Education to Meet the Needs of Spanish-Speaking People" [60.4], "Standards of Accreditation in Library Education: Appeals Procedure" [55.4], "Standards and Guidelines" [55].)

#### 56.3 Continuing Education

The American Library Association is committed to a national comprehensive long-range plan for continuing education to improve the quality of library service with appropriate support from ALA funds. Standards for libraries and library education and guidelines for services developed by any ALA unit should include a significant continuing education component where appropriate.

(See "Current Reference File": Continuing Education.)

### 57. RESEARCH AND STATISTICS

The American Library Association recognizes the need to continuously build and strengthen the knowledge base upon which library services and the library profession depend. Basic and applied research in the field of library and information studies, as well as research results in related disciplines will, in large measure, shape library and information services and the nature of the library profession in the future. Statistics area necessary foundation for many kinds of research, as well as for policy and planning. Through its Office for Research and Statistics (ORS), as well as through related groups in its membership units, ALA strives to reach ALA's goals in the areas of research and statistics.

In order to reach these goals:

- ALA defines and identifies priority research areas;
- stimulates and promotes the funding required to conduct research;
- cooperates with library education research programs;
- coordinates with other institutions and associations implementing the profession's research agenda;
- stimulates discussion of research methodologies;
- proposes programs designed to improve the quality, quantity, and impact of research;
- promotes the role, importance, and necessity of research.

In addition, the Association performs and supports research and participates in cooperative research activities related to those research areas and topics identified as Association priorities.

(See "Current Reference File": Research and Statistics Policy Statement: 1993–94 CD #41 Revised.)

### 58. INTERNATIONAL RELATIONS

#### 58.1 Policy Objectives

The ALA Charter states that the Association was formed "for the purpose of promoting library interest throughout the world by exchanging views, reaching conclusions and inducing cooperation in all departments of bibliothecal science and economy." The commitment in the area of international relations is carried out, in part, through the activities and programs of ALA's International Relations Office. The American Library Association establishes these ob-

jectives and responsibilities for its international relations programs:

- 1) To encourage the exchange, dissemination, and access to information and the unrestricted flow of library materials in all formats throughout the world (ALA Priority Area A: Access to Information).
- 2) To promote and support human rights and intellectual freedom worldwide (ALA Priority Area C: Intellectual Freedom).
- 3) To foster, promote, support and participate in the development of international standards relating to library and information services, including informational tools and technologies (ALA Priority Area F: Library Services, Development, and Technology).
- 4) To promote legislation and treaties that will strengthen library, information and telecommunications services worldwide (ALA Priority Area B: Legislation and Funding).
- 5) To encourage involvement of librarians, information specialists, and other library personnel in international library activities and in the development of solutions to library service problems that span national boundaries (ALA Priority Area F: Library Services, Development, and Technology).
- 6) To promote the education of librarians, information specialists, and other library personnel in such ways that they are knowledgeable about librarianship in the international context (ALA Priority Area E: Personnel Resources).
- 7) To promote public awareness of the importance of the role of librarians, libraries, and information services in national and international development (ALA Priority Area D: Public Awareness).

(See “Current Reference File” for full text, including implementation: 1989–90 CD #14.)

### 58.2 Selection of Consultants to Serve Abroad

The American Library Association, serving the public interest, assigns a high priority to the development of libraries, librarianship, and information services throughout the world. ALA reaffirms its continuing desire to foster international library development in all countries, and in return hopes to continue to learn from its participation.

In response to requests for assistance from abroad, ALA must be able to recommend librarians and information specialists who are both highly qualified and sensitive to cultural and national differences. ALA will therefore apply its approved guidelines and criteria in recommending, nominating, and selecting international consultants.

(See “Current Reference File” for full text and guidelines and criteria.)

### 58.3 Abridgment of the Rights of Freedom of Foreign Nationals

Threats to the freedom of expression of any person become threats to the freedom of all; therefore ALA adopts as policy the principles of Article 19 of the Universal Declaration of Human Rights adopted by the United Nations General Assembly. The Association will address the grievances of foreign nationals where the infringement of their rights of free expression is clearly a matter in which all free people should show concern. Resolutions or other documents attesting to such grievances will be brought to the attention of the Executive Board and Council by the ALA International Relations Committee.

(See “Current Reference File”: Policy on Abridg-

ment of the Rights of Freedom of Foreign Nationals and Freedom of Expression of Foreign Nationals; Abridgement of Human Rights in South Africa: 1985–86 CD #58.)

### 58.4 Article 19 of the United Nations’ Universal Declaration of Human Rights

Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media regardless of frontiers.

(See “CurrentReferenceFile”:1990–91CD#24and CD #76.)

#### 58.4.1 Human Rights and Freedom of Expression

The ALA shall work with other associations and institutions that belong to IFLA to develop positions and programmatic plans of action in support of human rights and freedom of expression. The president or the member officially representing the Association at IFLA conferences shall be directed to support and carry them out; and, in the absence of such specific direction, the president or the member officially representing the Association at IFLA conferences is empowered to vote on new IFLA resolutions related to human rights and freedom. Their votes shall be guided by ALA’s adoption of Article 19 of the Universal Declaration of Human Rights and the good of the Association. (See “Current Reference File”: 1996–97 CD #18.4.)

### 58.5 Rights of Librarians and Library Workers to Travel

The American Library Association affirms and supports the rights of librarians and library workers in or from the U.S. to travel to all countries in order to attend and participate in conferences, to purchase books and other library materials, to meet and develop working relationships with librarians, to develop gift and exchange programs, to pursue and establish ties with library and other professional associations and libraries, and to conduct educational and professional library-related activities. In addition, ALA affirms and supports the rights of librarians and library workers from outside the U.S. to travel to the U.S., and not be prohibited or impeded by U.S. government policies, to attend and participate in conferences, to purchase books, and other library materials, to meet and develop working relationships with librarians and library staff, to develop gift and exchange programs, to pursue and establish ties with library and other professional associations and libraries, and to conduct educational and professional library-related activities. (See “Current Reference File”: Resolution on Rights of Librarians and Library Workers to Travel: 2005-2006 ALA CD# 18.2)

## 59. PUBLIC RELATIONS

### 59.1 Policy Objectives

Through public information programs, and through its publications and membership activities, the ALA seeks to keep the American public aware of libraries in order to encourage their greater use, and to stimulate citizen support. It is ALA’s policy to engage in public information programs that are primarily national in scope, that benefit all types of libraries and their constituents, and that, in inspire local or special libraries to engage in promotion and education activities in their own communities.

Through its Public Information Office, ALA will maintain a close relationship with the library press, both national and international, and sustain a steady

flow of information about the organization and its activities, as well as major developments affecting the library profession. Through its Washington Office, ALA seeks to inform the United States legislature and the various federal agencies about events generally, and legislation specifically, which influence library-related activities.

(See “Current Reference File” for full statement.)

### 59.2 Public Information Office Responsibility

The responsibility for implementing national public information programs and for coordinating ALA contact with the national and international media, rests with the Public Information Office of the Association with support by the Public Relations (LAMA) Section and other appropriate groups.

### 59.3 Indian Themes

ALA and its divisions are encouraged to consult with the American Indian Library Association before using or creating Indian theme illustrations, graphics, programs, or publicity.

## 60. DIVERSITY

The American Library Association (ALA) promotes equal access to information for all persons and recognizes the ongoing need to increase awareness of and responsiveness to the diversity of the communities we serve. ALA recognizes the critical need for access to library and information resources, services, and technologies by all people, especially those who may experience language or literacy-related barriers; economic distress; cultural or social isolation; physical or attitudinal barriers; racism; discrimination on the basis of appearance, ethnicity, immigrant status, religious background, sexual orientation, gender identity, gender expression; or barriers to equal education, employment, and housing.

Libraries can and should play a crucial role in empowering diverse populations for full participation in a democratic society. In order to accomplish this, however, libraries must utilize multivariate resources and strategies. In the library workforce, concrete programs of recruitment, training, development, advancement and promotion are needed in order to increase and retain diverse library personnel who are reflective of the society we serve. Within the American Library Association and in the services and operations of libraries, efforts to include diversity in programs, activities, services, professional literature, products and continuing education must be ongoing and encouraged.

### 60.1 Policy Objectives

The American Library Association will implement these objectives by:

- 1) Promoting the removal of all barriers to library and information services.
- 2) Promoting the publication, development, and purchase of materials, resources and exhibits that present positive role models from diverse populations.
- 3) Promoting full funding for existing legislative programs in support of equal education and employment, and exploring alternative funding sources for scholarships, fellowships, and assistantships in order to attract individuals from diverse backgrounds into librarianship.
- 4) Promoting training opportunities for library personnel that will give them the skills needed to both provide effective services to diverse populations and to raise funds to enhance library services for diverse communities.

- 5) Promoting the incorporation of programs and services designed for diverse populations into the budgets of all types of libraries, rather than supporting these activities solely from “soft monies” such as private grants or federal monies.
- 6) Promoting adequate funding of library personnel, resources, facilities and equipment for the provision of equitable library services to diverse populations.
- 7) Promoting supplemental support for library resources for diverse communities by urging local, state, and federal government, and the private sector, to provide adequate funding.
- 8) Promoting public awareness of the importance of library resources and services among all segments of society, especially in diverse communities.
- 9) Promoting the creation of output measures through the encouragement of community needs assessment.
- 10) Promoting the career advancement of diverse personnel by providing increased professional and leadership development opportunities.

(See I.3-A and “Current Reference File”: Equity at Issue [1985–86 CD #30] adopted by Council June 1986.)

### 60.2 Combating Racism

Since 1936, the American Library Association has been actively engaged in combating any and all attitudes, behavior, services or programs which amount to the exclusion or restriction of a targeted group of people based on a designation of race, skin color, ethnic origin or descent.

ALA also recognizes that institutionalized inequities based on race are embedded into our society and are reinforced through social institutions and further perpetuated by policies, practices, behaviors, traditions, and structures. And, since libraries are a microcosm of the larger society and play an important and unique role in the communities they serve, they must seek to provide an environment free of racism, where all are treated with respect and dignity.

### 60.3 Combating Prejudice, Stereotyping, and Discrimination

The American Library Association actively commits its programs and resources to those efforts that combat prejudice, stereotyping, and discrimination against individuals and groups in the library profession and in library user populations on the basis of race, age, sex, sexual orientation, gender identity, gender expression, creed, color, religious background, national origin, language of origin or disability. Nothing in the Resolution on Prejudice, Stereotyping, and Discrimination authorizes censoring, expurgation, or restrictive labeling of materials. Actions and programs to raise the awareness of library users to any problem or condition would not be in conflict with the Library Bill of Rights when they are free of any element of advocacy. Both documents respect the rights of all who use libraries to do so freely and without being subjected to pressure or censorship from within the institution.

Furthermore, ALA believes that the struggle against racism, prejudice, stereotyping, and discrimination is a continuous effort and must extend throughout its membership.

Specifically, the American Library Association and libraries will:

- 1) Seek to facilitate equitable participation of all people within decision-making processes in the Association and will strive to create an en-

vironment where all are welcome and where diversity is a collective goal.

- 2) Encourage its membership, libraries, vendors and stakeholders to implement anti-racism policies that outline the organization’s expectations of its participants, staff and members.
- 3) Support anti-racism work within the broader society by monitoring, evaluating and advocating for human rights and equity legislation, regulations, policy and practice.

Thus, the American Library Association will endeavor to ensure full representation of all racial groups and have this reflected in its policies, procedures, and programs, as well as in its relations with staff, members, stakeholders, and the community at large, thereby reaffirming its commitment to diversity, inclusiveness, and mutual respect for all human beings.

(See “Current Reference File” for full Resolution on Prejudice, Stereotyping, and Discrimination, a revision of the Resolution on Racism and Sexism Awareness.)

### 60.4 Goals for Inclusive and Culturally Competent Library and Information Services

Cultural competency is defined as the acceptance and respect for diversity, continuing self-assessment regarding culture, and the ongoing development of knowledge, resources, and service models that work towards effectively meeting the needs of diverse populations. Cultural competence is critical to the equitable provision of library and information services; therefore, the American Library Association urges library personnel to commit themselves to the following guidelines.

- 1) To ensure equitable services to every community member or group, training and ongoing education that promote awareness of and sensitivity to diversity must be stressed for all library personnel.
- 2) Care must be taken to acquire and provide materials that meet the educational, informational, and recreational needs of diverse communities.
- 3) Efforts to identify and eliminate cultural, economic, literacy-related, linguistic, physical, technological, or perceptual barriers that limit access to library and information resources must be prioritized and ongoing.
- 4) The creation of library services and delivery operations, which will ensure rapid access to information in a manner reflective of the communities they serve.
- 5) A diverse workforce is essential to the provision of competent library services. A concerted effort must be undertaken to recruit and retain diverse personnel at every level of the library workforce. Opportunities for career advancement must also be available to these individuals.
- 6) To ensure the development and enhancement of library services to diverse populations, library personnel from diverse and underrepresented backgrounds must be encouraged to take active roles in the American Library Association and other professional library organizations.

### 60.5 Library and Information Studies Education to Meet the Needs of a Diverse Society

The American Library Association, through the Committee on Accreditation, will encourage graduate programs in library and information studies seeking accreditation or re-accreditation to ensure that their student bodies, faculties, and curricular effect

the diverse histories and information needs of all people in the United States. Collaboration between these programs and local libraries and community-based organizations serving diverse populations is to be particularly encouraged.

### 60.6 Recruitment and Retention of Diverse Personnel

In order to ensure that libraries are both reflective of and relevant to the communities they serve, the American Library Association encourages and supports recruitment and continuing education initiatives that facilitate the hiring and promotion of a diverse workforce in libraries of all types and at all organizational levels.

### 60.7 Leadership Development and Advancement

The American Library Association encourages libraries and library professional organizations to develop internal and collaborative initiatives that will assist library personnel from diverse backgrounds in identifying and preparing for career advancement and management opportunities. Such continuing education programs and learning modules may promote the development of skills necessary for leadership in 21st century information environments.

- 1) Libraries will be encouraged to provide information, training, and skill development activities to enhance leadership capabilities for diverse populations in the library profession.
- 2) ALA will assist in identifying proven leaders willing to participate as mentors to provide feedback, encouragement, and advice regarding continuing education, professional development, and career advancement opportunities for interested members.
- 3) Opportunities for learning and strengthening leadership skills will be available as workshops and conference programs in all sectors of the Association. Program developers will acknowledge the concerns of diverse populations and take this into consideration when developing these programs, by involving the appropriate representation in program planning and advertising.
- 4) Diversity initiatives will include leadership development components to prepare the leaders of tomorrow.

### 61. LIBRARY SERVICES FOR THE POOR

The American Library Association promotes equal access to information for all persons, and recognizes the urgent need to respond to the increasing number of poor children, adults, and families in America. These people are affected by a combination of limitations, including illiteracy, illness, social isolation, homelessness, hunger, and discrimination, which hamper the effectiveness of traditional library services. Therefore it is crucial that libraries recognize their role in enabling poor people to participate fully in a democratic society, by utilizing a wide variety of available resources and strategies. Concrete programs of training and development are needed to sensitize and prepare library staff to identify poor people’s needs and deliver relevant services. And within the American Library Association the coordinating mechanisms of programs and activities dealing with poor people in various divisions, offices, and units should be strengthened, and support for low-income liaison activities should be enhanced.

### 61.1 Policy Objectives

The American Library Association shall implement these objectives by:

- 1) Promoting the removal of all barriers to library and information services, particularly fees and overdue charges.
- 2) Promoting the publication, production, purchase, and ready accessibility of print and non-print materials that honestly address the issues of poverty and homelessness, that deal with poor people in a respectful way, and that are of practical use to low-income patrons.
- 3) Promoting full, stable, and ongoing funding for existing legislative programs in support to flow income services and for pro-active library programs that reach beyond traditional service-sites to poor children, adults, and families.
- 4) Promoting training opportunities for librarians, in order to teach effective techniques for generating public funding to upgrade library services to poor people.
- 5) Promoting the incorporation of low-income programs and services into regular library budgets in all types of libraries, rather than the tendency to support these projects solely with “soft money” like private or federal grants.
- 6) Promoting equity in funding adequate library services for poor people in terms of materials, facilities, and equipment.
- 7) Promoting supplemental support for library resources for and about low-income populations by urging local, state, and federal governments, and the private sector, to provide adequate funding.
- 8) Promoting increased public awareness—through programs, displays, bibliographies, and publicity—of the importance of poverty related library resources and services in all segments of society.
- 9) Promoting the determination of output measures through the encouragement of community needs assessments, giving special emphasis to assessing the need so low-income people and involving both anti-poverty advocates and poor people themselves in such assessments.
- 10) Promoting direct representation of poor people and anti-poverty advocates through appointment to local boards and creation of local advisory committees on service to low-income people, such appointments to include library paid transportation and stipends.
- 11) Promoting training to sensitize library staff to issues affecting poor people and to attitudinal and other barriers that hinder poor people’s use of libraries.
- 12) Promoting networking and cooperation between libraries and other agencies, organizations, and advocacy groups in order to develop programs and services that effectively reach poor people.
- 13) Promoting the implementation of an expanded federal low-income housing program, national health insurance, full-employment policy, living minimum wage and welfare payments, affordable daycare, and programs likely to reduce, if not eliminate, poverty itself.
- 14) Promoting among library staff the collection of food and clothing donations, volunteering personal time to antipoverty activities and contributing money to direct-aid organizations.

- 15) Promoting related efforts concerning minorities and women, since these groups are disproportionately represented among poor people.

### INDEX

- Access, to information: as ALA priority, 1.2; and children, 53.1.4, 53.1.13; electronic information, services, and networks, 53.1.19; free services for, 50.3, 53.1.14, 60; immigrant’s rights to free, 52.4.3; restricted, 53.1.4, 53.1.6, 53.1.7
- Accreditation: appeals procedure, 55.4; committee on, 55.4, 60.4
- Ad hoc committees, 6.6.1
- Administrative services, types of, 6.4.1 IV, 6.4.1 V C
- Advisory committees, 6.6.2
- Advocacy, ALA Goal, 1.5-1
- Affiliation, with other organizations, 9.2, 9.3
- Affirmative action, 54.3.1, 56.2
- Agenda, for Council, 5.5.3
- AIDS screening, 54.19
- ALA Ahead to 2110, goals and objectives, 1.5
- ALA Basic Services, definition of, 6.4.1 III D
- ALA Future Fund, 8.5.1
- ALA Publication, definition of, 10.1.1
- Amendments, pro and con statements, 4.8
- American Libraries*: as ALA basic service, 6.4.1 III D; Council vote tallies, 5.5.6; editorial policy of, 10.2; and memorials, 5.3; publication of voting tallies, 4.1
- American Library Trustee Association, services to detention facilities and jails, 52.1
- Annual Conference: 7.4.9; location of, 7.1.7, 7.1.8; membership meetings, 7.4.10; support for programs, 6.4.1 IX
- Annual Conference Program, and memorials, 5.3
- Annual report, to Council, 5.1
- Appointments and offices, policy on, 4.4
- Appropriate degree, 54.2.1
- Archiving of Electronic Publications, 10.1.2
- Archivist of the U.S., nominations for, 50.7
- Article 19, 58.4
- Asian Americans, library services for, 60.6
- Assemblies, 6.11
- Association of Specialized and Cooperative Library Agencies, and services, 52.1
- Attendance, for Council, 5.5.1
- Audiovisual materials, children’s access to, 53.1.13
- Awards, 11; costs of, 11.3; minimum amounts for, 11.2; presentation of, 11.1
- Ballots, 4.8
- Bequests, 8.1.7
- Bibliographic data bases, 50.4
- Borrowing, authority for, 8.1.5
- Boycotts, by ALA, 9.1
- Budget: for Divisions, 6.4.1 V G; overspending of, 8.1.4; summary for Councilors, 8.4
- Budget Analysis and Review Committee: resolutions referred by Council, 5.2; role of, 6.4.1 III C
- Bulletin boards, library provision of, 53.1.8
- Cable programming, and community access, 50.5
- Candidates, statements of, 4.2
- Carnegie Endowment Fund, 8.5.1
- Caucuses, for library issues, 6.1.3
- Censorship of library materials, 53.1
- Challenged materials, 53.1.1
- Chapter conferences, ALA impact on, 7.1.7
- Chapters: and affiliation, 6.1.1; and dues, 6.1.2, 12
- Charges, for ALA services, 6.4.1 V C
- Children, and access to materials, 53.1.4, 53.1.13
- Citizenship requirements, and employment, 54.12
- Closed meetings, 7.4.3
- Code of Ethics: services, 6.4.1 VI; for librarians, 40.2
- Collection development: diversity in, 53.1.11, 53.1.15; linguistic pluralism in, 53.3.1
- Collections: see Credit and collections
- Collective bargaining, 54.11
- Commissions, 6.8
- Committee service: interns on, 6.6.3; limitation on, 4.4; requirements for, 4.5
- Committees, 6.6; violation of ALA policy, 6.5
- Community access, cable programming, 50.5
- Comparable rewards, 54.4, 54.10
- Conference planning calendar, 7.3.13
- Conference Services Office, 7.3.1
- Conferences and meetings, 7; Annual Conference, 7.1.8, 7.4.9; Chapter conference impact, 7.1.7; deaf, interpretive services for, 7.1.3; distribution of materials, 7.4.7; and equal employment, 7.1.2; emergency meetings, 7.4.3; Executive Board meetings, 7.4.12; exhibits/exhibitors, 7.3, 7.3.1, 7.3.2, 7.3.3; facilities for, 7.1, 7.1.1–7.1.10; fees for, 7.2.1, 7.4.6; financing of institutes, workshops, 7.2.2; fire protection for, 7.1.10; handicapped, arrangements for, 7.1.3; institutional support for members, 54.15; media access to, 7.4.8; membership meetings, 7.4.10; Midwinter Meeting, 7.1.9, 7.4.11; non-ALA groups, 7.1.4; non-smoking, 7.1.5; open meetings, 7.4.4; placement service, 7.1.6; planning calendar, 7.4.13; programs, 6.4.1 IX, 7.4.14; registration, 7.4.5; sites, 7.1.7–7.1.9; trustee expenses, 3.3
- Confidentiality, of library records, 52.4, 53.1.16
- Conflict of interest: and Executive Board, 4.6; and purchasing, 8.1.1
- Conflict solving, information on, 50.10
- Consultants, international, 58.2
- Continuing education, 1.3-E, 56.3
- Contractors, independent, 4.7
- Coordinating committees, 6.6.2
- Copyrighted materials, reproduction of, 10.4, 54.19
- Core values and ethics, 40; of librarianship, 40.1
- Costs, of awards, 11.2
- Council, 5.1–5.6; actions and implementation, 5.3; agenda, 5.5.3; attendance, 5.5.1; and divisions, 6.4.1; information session with Executive Board and Membership, 5.5.2; minutes, 5.5.7; motions of, 5.2; procedures, 5.5; receipt of Executive Board minutes, 5.1; referral of resolutions to BARC, 5.2; reports, 5.5.4, from divisions, 5.5.5; resolutions for, 5.3; votes (Recorded/Roll Call), 5.5.6
- Credit and collections, and divisions, 6.4.1 V J
- Deaf, interpretive services for, 7.1.3
- Department Heads, role of, 6.4.1 III D, 9.1
- Department of Education, 51
- Destruction of: libraries, 53.8; public information, 52.8
- Detention facilities, services to, 52.1
- Disabilities, Library Services for people with, 54.3.2
- Disarmament, information on, 50.10
- Disaster aid, 8.3
- Discounts, of trade publishers, 50.14
- Discrimination, policy against, 60.2
- Discussion groups, 6.10
- Disinformation, 52.8
- Diversity: 60; as key action area, 1.4; combating racism, 60.2; combating prejudice, stereotyping, and discrimination, 60.3; diverse society, library education meeting the needs of, 60.5; diverse personnel, recruitment and retention of, 60.6; leadership development and advancement, 60.7; library and information services, goals for, 60.4; policy objectives, 60.1

- Divisions: 6.4; activities of, 6.4.1 II B; authority of, 9.1; budget review for, 6.4.1 V G; and conferences, 6.4.1 VIII; and decision making, 6.4.1; dues for, 6.4.1 V A; financial support, 6.4.1; limitations on funding for, 8.1.6; organization of, 6.4.1 I-II; Planning and Budget Assembly, 6.4.1; planning process, 6.4.1 XI; PMC review of policies, 5.6; and publishing, 6.4.1 VI; purpose of, 6.4.1 III A; special projects of, 6.4.1 X; supplemental support, 6.4.1 V H; violation of ALA policy, 6.5
- Divisions: Basic Services, 6.4.1 III D; Board of Directors, 6.4.1 III C; 6.4.1 VII; Executive Directors, 6.4.1 III C-III D, 6.4.1 VII; National Conferences, 6.4.1 VIII
- Drug testing, 54.13
- Due process, for librarians, 54.16
- Dues: and chapters, 6.1.2; establishment of, 6.4.1 V A; for membership, 12; use of, 6.4.1 III D
- Editorial policies: *American Libraries*, 10.1; and ALA publications, 10.2
- Education: ALA Goal, 1.5-II; for librarianship, 54.1–54.2.2, 56, 60.4; for minorities, 60.1, 60.4
- Elections, 4.1–4.3; 4.8
- Electronic Environment, 50.15
- Electronic information services and networks, access to, 53.1.19; e-government services, provision of, 50.16
- Electronic publications, archiving of, 10.1.2
- Emergency services, 50.16
- Employment: part-time, 54.9; security of, 54.6 Endorsements, by ALA, 9.1
- Endowment funds, 6.4.1 V E; Board Designated Endowment, 8.1.7; Endowment Funds, 8.5; combining of, 8.5.2; Investment Funds: Association's Strategic Priorities/Mission, 8.5.1
- Environmental issues, information on, 50.12 Equal access to information, 50.3, 53.1, 53.1.3, 53.1.4
- Equal employment opportunity: for facilities, 7.1.2; as personnel practice, 54.3, 54.16; and salaries, 54.10
- Equal Rights Amendment, 50.2
- Equipment: *see* Furniture and equipment
- Ethics, code of, 40.2
- Ethnic and cultural minorities, 60.5
- Evaluation of library collections, 53.1.5
- Executive Board: authority of, 9.1; and conferences, 7.3.1; and conflict of interest, 4.6; annual report to Council, 5.1; Board Designated Endowment, 8.1.7; decision review process, 10.5; and elections, 4.3; information session with Council and Membership, 5.5.2; meetings of, 7.4.12; minutes distribution, 5.1; and property transactions, 8.1.3; relationship to Council, 5.1
- Executive Director (ALA): authority of, 6.4.1 VII, 9.1; financial role of, 8.1.4, 8.1.5; policies and practices role, 6.4.1 III B, D; review of decisions, 10.5
- Exhibit spaces, library provision of, 53.1, 53.1.8
- Exhibitors, rules for, 7.3.1
- Exhibits: admissions to, 7.3.2; rules for, 7.3.1; space for, 7.3.3
- Expenses: for ALA President, 8.2.1; for Executive Board, 8.2.2; for trustees, 3.3.1
- Expurgation, and library materials, 53.1.2
- External funding for special projects of Divisions, 6.4.1 X
- Faculty status, for college and university librarians, 54.5
- Federal Legislative Policy (ALA), 51
- Fees: for conference registration, 7.4.6; for institutes and workshops, 7.2.5; for library service, 50.3, 53.1.14
- Filters, Internet, 53.1.17
- Films, children's access to, 53.1.13
- Finances, 8; bequests, 8.1.7; borrowing money, 8.1.5; disaster aid, 8.3; of Divisions, 8.1.6; expenses for officers and Board, 8.2.1, 8.2.2; information for Divisions, 6.4.1 V I; overspending of budget, 8.1.4; property transactions, 8.1.3; purchasing policy, 8.1.1; released time for President, 8.2.3; of Round Tables, 6.3; short-term investments, 8.1.2; summary sheets for Council, 8.4. *See also* Endowment funds; Funds
- Financial organization, ALA Goals for, 1.6-B
- Financial policies, 6.4.1 V
- Financing: for institutes and workshops, 7.2.2; for libraries, 50.8, 53.1.14
- Fire protection, for conferences, 7.1.10
- Fiscal services, charges for, 6.4.1 V C
- Fiscal Services Department, 6.4.1 V C
- Foreign nationals, and free expression, 58.3
- Formal Relationships, 9.1
- Forums, 6.15
- Free expression, 53.1.12
- Freedom, academic, 53.5
- Freedom to Read Statement, 53.3
- Freedom to View Statement, 53.2
- Fund balances, 6.4.1 V D
- Funding: for community access cable, 50.5; for libraries, 50.8, 53.1.14; for minority services, 60.1
- Funds: management of, 8.5.1; outside solicitation of, 6.3. *See also* Endowment funds; Finances.
- Furniture and equipment, 6.4.1 V F
- Gay rights, 53.1.15, 53.1.2, 54.15
- Gender, materials on, 53.1.15, 53.1.2
- "Goals for Action" (NCLIS), 50.1
- Governmental intimidation, 53.4
- Guidelines: *see* Standards and guidelines
- Handicapped, conference arrangements for, 7.1.3; hiring of, 54.3
- Headquarters and publications, 10
- Health care, comprehensive, 54.20
- Human Resources: *see* Library Personnel Practices
- Human Resources Development and Recruitment, Office for, 54.3.1
- Human rights: support of, 9.5, 58.3–5, 58.4.1; immigrants, 52.4.3
- Immigrants' rights, 52.4.3; 52.4.5
- Inclusiveness and mutual respect of library workers, 54.7
- Independent contractors, 4.7
- Indian library and information services, goals for, 60.3 Indian themes, 59.3
- Informal Relationships, 9.4.2
- Information: access to: *see* Access, to information; and federal policy, 51
- Information and referral services, from ALA, 54.14
- Information session, Council/ExecutiveBoard/ Membership, 5.5.2
- Institutes and workshops: divisions, 6.4 VIII; at Midwinter, 7.4.11; fees 7.2.1; financing, 7.2.2
- Instruction: as library service, 52.6; for teacher education programs, 52.3.1
- Intellectual freedom, 53; access to minors, 53.1.4, 53.1.13; *American Libraries* policy, 10.1, 10.2; censorship, and libraries, 53.1; challenged materials, 53.1.1; collection development issues, 53.1.3, 53.1.11, 53.1.15; evaluation, restrictions on, 53.1.5; expurgation of materials, 53.1.2; Freedom to Read, 53.3; Freedom to View, 53.2; governmental intimidation, 53.4; as key action area, 1.4; labeling of materials, 53.1.7; Library Bill of Rights, 53.1–53.1.13; library employees, 54.6; linguistic pluralism, 53.3.1; principles for academic libraries, 53.1.18; program selection, 53.1.10; restricted access, 53.1.6; use of facilities, 53.1.8; video materials and access, 53.1.13; worldwide, 58.1
- Interdivisional committees, 6.6.2
- Interest Groups, 6.13
- International relations, 58; consultants, international, 58.2; foreign nationals, and free expression, 58.3; international cooperation, government role in, 51; International Relations Office, 58.1; policy objectives, 58.1
- International Relations Office, 58.1
- Interns, 6.6.3
- Investment funds, 8.5.1
- Jails, services to, 52.1
- Joint Relationships: *see* Formal Relationships
- Jobs: advertisement of salary ranges for, 54.17; equal opportunities for, 7.1.2, 54.3, 54.10, 54.16
- Journals, reproduction from, 54.18
- Key action areas, 1.4
- Labeling, of library materials, 53.1.7
- Leadership development program, 6.6.3
- Learning, and librarianship, 1.1
- Legislation for worldwide services, 58.1
- Legislative policy, federal, 51
- Librarian of Congress, nominations for, 50.7
- Librarians: college and university, 54.5; education for, 54.1, 54.2, 56, 59.4
- Libraries: An American Value, 53.9
- Library Bill of Rights, 53.1–53.1.15, 53.1.16
- Library boards, composition of, 3.2
- Library education: 54.1, 56; affirmative action plans, 54.3.1, 56.2; continuing education, 56.3; degrees for, 54.2, 54.2.1, 54.2.2; and Spanish-speaking people, 60.4
- Library employees: *see* Library personnel practices
- Library personnel practices, 54; academic librarians, 54.2.1; affirmative action plans, 54.3.1; AIDS screening, 54.19; ALA conferences, institutional support for, 54.15; ALA organizational system, 6.4.1 VII; citizenship requirements, 54.12; collective bargaining, 54.11; comparable rewards, 54.4, 54.10; degrees for librarians, 54.2; drug testing, 54.13; equal employment opportunity, 54.3; faculty status, college and university librarians, 54.5; gay rights, 54.16; inclusiveness and mutual respect, 54.7; information and referral services, from ALA, 54.14; intellectual freedom, 54.6; job advertisements and salaries, 54.17; library education, 54.1; part-time employment, 54.9; pay plan, 54.8; professional ethics, 40.2; reproduction of materials, 54.18; rights to travel, 58.5; school library media specialists, 54.2.2; security of employment, 54.6; workplace speech, 54.21
- Library records, confidentiality of, 52.4; retention of, 52.4.4
- Library responsibilities: *see* Library services and responsibilities
- Library services and responsibilities, 52; American Indians, 60.3; Asian Americans, 60.6; confidentiality of records, 52.4; detention facilities and jails, 52.1; immigrant's rights, 52.4.3; instruction in library use, 52.3.1, 52.6;

- linguistic pluralism, 53.3.1; minority, 60.1; national permanent papers policy, 52.2.2; poor people, 61; preservation, 52.2; recycled paper, 52.2.3; school library media programs, 52.3; selective service information, 52.5.2; sex education materials, 52.5.1; youth services, 52.5
- Library Services for People with Disabilities, 54.3.2
- Life-long learning, 1.1
- Linguistic pluralism, 53.3.1
- Literacy, 50.6
- Long-Term Endowment Funds, 8.5
- Loyalty oaths, 53.7
- Management, role of, 6.4.1 III C
- Materials: challenged, 53.1.1; distribution at meetings, 7.4.4; expurgation of, 53.1.2; for school library media programs, 52.3.3; selection of, 53.1.3, 53.1.11
- Media: access to information, 7.4.5; violence in the, 53.10; manipulation, 52.8
- Meeting rooms: at conferences, 7.1.4; library provision of, 53.1, 53.1.9
- Meetings: *see* Conferences and meetings
- Member Programs and Services and Communications Department, 6.4.1 V C
- Member service policy, 4.4
- Membership: dues for, 12; ALA Goals for, 1.5-V, 1.6C; guidelines for resolutions, 7.4.7; honorary, 2.1; information session with Executive Board and Council, 5.5.2; suspension from, 2.2, 6.5
- Membership Forum, 7.4.10
- Membership meetings, 7.4.10; lack of quorum, 7.4.10
- Memorials, provisions for, 5.3, 7.4.10
- Midwinter Meeting: purpose of, 7.4.11; sites for, 7.1.7, 7.1.9; support for, 6.4.1 IX; Planning and Budget Assembly, 6.4.1 IIIC
- Mission, of ALA, 1.2
- National Commission on Libraries and Information Science (NCLIS): "Goals for Action," 50.1; membership for, 50.9
- National Conferences, of Divisions, 6.4.1 VIII
- National Council for the Accreditation of Teacher Education, 54.2.2
- National Indian Education Association, 60.3
- National Information Services and Responsibilities, 50
- National Library Symbol, 50.13
- NCLIS: *see* National Commission on Libraries and Information Science
- New units, establishment of, 6.2.1
- Non-smoking policy, 7.1.5
- Nuclear freeze, information on, 50.11
- Offices, 6.12; and appointments, policy on, 4.4
- Open meetings, 7.4.4
- Operational practices, definition of, 6.4.1 III D
- Operating Agreement: 6.4.1
- Organizational Excellence, ALA Goal, 1.5-VI
- Paper: for preservation of materials, 52.2.1; recycled, 52.2.2
- Parliamentarian, 7.4.15
- Part-time employment, 54.9
- Pay equity: *see* comparable rewards
- Pay plan, 54.8
- PBA: *see* Planning and Budget Assembly
- Permanent paper, 52.2.1
- Perquisites, of membership, 12
- Personnel: *see* Library personnel practices
- Petitions, for new units, 6.2.1
- Placement service, 7.1.6, 54.17
- Planning, 6.4.1 XI; five-year goals, 1.5
- Planning and Budget Assembly: and Divisions, 6.4.1; and Midwinter Meeting, 6.4.1 III C
- Policies: ALA policy violation by units, 6.5; definition of, 6.4.1 III D; review process for, 6.4.1 III C; and Round Tables, 6.3
- Policy Manual, 5.6
- Policy Monitoring Committee (PMC), 5.6; unit organization policy compliance, 5.6
- Poor people, services to, 61
- Preconferences, of Divisions, 6.4.1 VIII
- Prejudice, combating, 60.2
- Preservation, 52.2
- President: released time for, 8.2.3; role of, 8.1.5
- Principles for Digital Content, 50.15.2
- Principles for the Network World, 50.15.1
- Privacy, right to, 52.4.1, 53.1.16, 53.11
- Privatization, Publicly Funded Libraries, 5.2.7
- Pro and con statement (ballot), 4.8
- Professional development, ALA Goal, 1.5-IV, 56.3
- Programs: minority, 60.1; planning of, 7.4.14; selection of, 53.1.10
- Property transactions, 8.1.3
- Public awareness, of libraries/librarians: ALA Goal, 1.5-I; international, 58.1
- Public information: destruction of, 52.8; programs, 59.1
- Public Information Office, 6.3, 59.1, 59.2
- Public Library Association, and services to detention facilities and jails, 52.1
- Public Policy, ALA Goal, 1.5-III
- Public relations, 59; policy objectives, 59.1; Public Information Office, 59.2
- Publications (ALA): American Libraries, 6.4.1 III D, 10.1, 5.4; and copyrighted materials, 10.4; responsibility for content, 10.1; sex-stereotyping terminology, 10.3; ALA units, 10.2. *See also* Publishing.
- Publishing, 6.4.1 V C, 6.4.1 VI, 10.2; committee, 6.4.1 IV; *See also* Publications.
- Purchasing policy, 8.1.1
- Racist institutions, opposition to, 9.6
- Radio frequency identification (RFID) technology, 53.11
- Real estate transactions, 8.1.8
- Recruitment, of minorities, 60.1, 60.5, 60.6
- Recycling, of paper, 52.2.2
- Relationships, to other organizations, 9
- Removal, of library materials, 53.1, 53.1.1, 53.1.5
- Representatives, 9.4
- Reproduction, of materials, 54.18
- Research and Statistics, Office for, 57
- Research, ALA support for, 57
- Residency requirements, for employment, 54.12
- Resolutions, Council Committee on, 5.3; 24-hour rule, 5.3; for Council, 5.3; for membership meetings, 7.4.10
- Responsibilities, of libraries: *see* Library services and responsibilities
- Restricted use, of materials, 53.1.4, 53.1.6, 53.1.7
- Review process, for policies, 6.4.1 III C
- Round Tables, role of, 6.3; assessments, 6.3; finances 6.3; new, 6.2; periodicals, 6.3; PMC review of policies, 5.6; policy functions, 6.3; role of, 6.3; services to, 6.3; staff liaison, 6.3; violation of ALA policy, 6.5
- Royalties, for Divisions, 6.4.1 VI
- Salaries, in job advertisements, 54.16
- Scholarships, 11.2
- School districts, and materials selection, 52.3.3
- School library media programs, 52.3; materials selection policy statements, 52.3.3; purpose of, 52.3.2
- School library media specialists, education for, 54.2.2; role of, 52.3.2
- Sections, 6.14
- Security of employment, 54.6
- Segregation, of library materials, 53.1.7
- Selective service information, 52.5.3
- Services, ALA: charges for, 6.3, 6.4.1 V C; no charges for, 6.3, 6.4.1 V C; for non-ALA groups, 7.1.4; publishing, 6.4.1 VI, 10.2
- Services, of library: *see* Library services and responsibilities
- Sex discrimination, 54.3
- Sex education materials, 52.5.2
- Sex-stereotyping terminology, 10.3
- Sexual orientation, materials on, 53.1.15, 53.12
- Shield laws, 53.6
- Short-term investments, 8.1.2
- Sites, for conferences and meetings, 7.1.8–7.1.9
- Smoking, prohibition, 7.1.5
- Social responsibilities, 1.1–1.5
- Spanish-speaking, library education needs of, 60.4
- Special committees, 6.6.1
- Special projects, of Divisions, 6.4.1 X
- Staff development, and minorities, 60.1
- Staff liaison services, and Round Tables, 6.3
- Staff Support Department, 6.4.1 V C
- Staffing (ALA), 6.4.1 VII
- Standards and guidelines, 55; accreditation, 55.4; adoption of, 55.1–55.3; international, 58.1
- Standing committees, 6.6.1
- Statistical information, on libraries, federal role, 51, 57
- Stereotyping, combating, 60.2
- Subcommittees, 6.7
- Support services: *see* Services
- Task forces, 6.9
- Taxes, payment of, 6.4.1 V J
- Teacher education programs, library instruction for, 52.3.1
- Tenure, for library employees, 54.9
- Testimonials, provisions for, 5.3, 7.4.10
- Trade publisher discounts, 50.14
- Travel, rights of library workers to, 58.5
- Tributes, provisions for, 5.3, 7.4.10
- Trustees, 3.1
- U.S. Department of Education, 51
- U.S.A. Patriot Act, rights of library users and, 52.4.1
- Units, 6, 6.5; PMC review of policies, 5.6
- Universal Declaration of Human Rights, 58.3; Article 19, 58.4
- Universal Right to Free Expression Statement, 53.1.12
- University librarians, faculty status of, 9.3, 54.5
- Video materials, children's access to, 53.1.13
- Violence in media, 53.10
- Virtual Members, 6.16
- Vision, ALA, 1.3
- Workshops: divisions, 6.4 VIII; at Midwinter, 7.4.8; fees, 7.4.1; financing, 7.2.2
- Youth, library services to, 52.5, 53.1.3, 53.1.4