

Association of Specialized and Cooperative Library Agencies. *Revised Standards and Guidelines for Services for the Library of Congress Network of Libraries for the Blind and Physically Handicapped*. Chicago: ASCLA, 1995.

Association of Specialized and Cooperative Library Agencies. *Library Standards for Jails and Detention Facilities*, Chicago: ASCLA, 1981.

Association of Specialized and Cooperative Library Agencies. *Standards and Guidelines for Client Library Services and Residential Mental Health Facilities*. Chicago: ASCLA, 1987.

Association of Specialized and Cooperative Library Agencies. *Standards for Libraries at Institutions for the Mentally Retarded*. Chicago: ASCLA, 1981.

III. PRIORITY AREAS AND GOALS ESTABLISHED BY ALA

Since forms of outsourcing and contracting are often integral to the provision of library services, many ALA policies impact these concepts, in addition to the published standards cited above.

ALA Policy 1.3 sets "Priority Areas and Goals" to be achieved within the current five-year planning cycle of the organization. Four of these six priority areas relate to outsourcing or contracting for library services — *Access to Information; Intellectual Freedom; Personnel Resources; and Library Services, Development, and Technology*. Relevant ALA policies, which amplify these four identified areas as they relate to outsourcing and contracting, are indicated.

PRIORITY AREA A – ACCESS TO INFORMATION

"ALA will promote efforts to ensure that every individual has access to needed information at the time needed and in a format the individual can utilize through provisions of library and information services." Goals one, three and seven of this priority area state:

1. All individuals have equal access to libraries and information services . . .
3. Government information is widely and easily available . . .
7. Fees are not a barrier to library access and service."

POLICY 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."

POLICY 50.4 – BIBLIOGRAPHIC DATABASES

"The American Library Association supports open access to information including the information contained in online databases."

POLICY 51 – SECTION 2 – ACCESS TO INFORMATION

"Public Access to Federal Information – ALA supports equal, ready and equitable access to information collected, compiled, produced, funded, and/or disseminated by the government of the United States . . . access to government information is a public right and a principal function and goal of the federal government . . .

Equal Access to Library Services – ALA is committed to the provision of access to libraries for people who are disadvantaged by reason of cultural, educational, or economic factors or lack of mobility."

POLICY 51 – SECTION 5 – FEDERAL PROGRAMS

Federal Libraries: – A National Resource – "Library of Congress – Crucial national library services performed by the Library of Congress include provisions of bibliographic records, databases, and related products and services upon which libraries nationwide depend . . .

Federal Libraries – The contracting out or privatizing of entire federal libraries and information centers jeopardize the integrity of their resources and the quality of their services. The inherently governmental nature of these libraries and information centers; their close association with the policy-making structures of their parent organizations; their functions as an institutional memory of federal agency goals, missions and programs; and their potential role in a nationwide information network demonstrate clearly why they are not commercial activities . . . Because of the sensitivity of certain types of information available in federal libraries and the impartiality required to provide information to government decision makers, it is not in the best interest of the American people to contract out federal information programs and organizations to foreign owned or controlled firms or to for-profit organizations."

POLICY 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, interlibrary loan records, and other personally identified uses of library materials, facilities, or services."

POLICY 54.16 – ON PROFESSIONAL ETHICS

"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 environment . . . The principles of this Code are expressed in broad statements to guide ethical decision making.

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 . . .

Social Responsibilities Round Table. Alternatives in Print Task Force, "Mission Statement," <http://www.jessamvn.com/srrt/taskforce.html>.

Young Adult Library Services Association – YALSA Directions for Library Services to Young Adults Revision Task Force. *Directions for Library Service to Young Adults*. 2d. ed. Chicago: ALA, 1993.

POLICY 60 – MINORITY CONCERNS

"The American Library Association promotes equal access to information to all persons and recognizes the urgent need to respond to the increasing racial and ethnic diversity among Americans."

POLICY 60.3 – GOALS FOR INDIAN LIBRARY AND INFORMATION SERVICES

"The American Library Association and the Native American Education Association supports guidelines designed to meet the informational needs and to purvey and promote the rich cultural heritage of American Indians."

POLICY 60.6 – LIBRARY AND INFORMATION SERVICES TO ASIAN AMERICANS

"The American Library Association urges libraries serving Asian Americans to commit themselves to ... Asian language materials ... English language materials and programs that promote an understanding of Asian culture among English speaking Americans..."

POLICY 61 – LIBRARY SERVICES TO THE POOR

"The American Library Association promotes equal access to information for all persons, and recognizes that urgent need to respond to the increasing number of poor children, adults and families in America."

PRIORITY AREA C – INTELLECTUAL FREEDOM

"ALA will promote the protection of library materials, personnel and trustees from censorship, the defense of library personnel and trustees in support of intellectual freedom and the Library Bill of Rights, and the education of library personnel, trustees, and the general public to the importance of intellectual freedom."

POLICY 51 – FEDERAL LEGISLATIVE POLICY – SECTION 3 – INTELLECTUAL FREEDOM

"... ALA supports the rights of librarians and information centers to disseminate materials on all topics of concern, no matter how controversial.

ALA rejects discrimination in library service and upholds the right of all persons to have access to library services, regardless of age, gender, race, religion, national origin, disability, economic condition, individual life style, or political or social views."

POLICY 52.3.3 – 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 exhibits 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."

POLICY 54.16 – PROFESSIONAL ETHICS

- "2. Uphold the principles of intellectual freedom and resists all efforts to censor library resources . . .
4. Recognize and respect intellectual property rights . . .
6. Do not advance private interests at expense of library users, colleagues, at our employing institutions."

POLICY 55 – STANDARDS AND GUIDELINES

Guidelines prepared by ALA units in accordance with ALA Policy 55.3:

American Association of School Librarians. Helmer, Dona J., comp. and ed. *Selecting Materials for School Library Media Centers*, 2d ed. Chicago: AASL, 1993.

Association of Library Collections and Technical Services. Guidelines for ALCTS members to supplement the American Library Association Code of Ethics:

"Within the context of the institution's mission and programs and the needs of the user populations served by the library an ALCTS member:

1. strives to develop a collection of materials within collection policies and priorities;
2. strives to provide broad and unbiased access to information;
3. strives to preserve and conserve the materials in the library in accordance with established priorities and programs;
4. develops resource sharing programs to extend and enhance the information sources available to library users;
5. promotes the development and application of standards and professional guidelines;