

# Checklist for Developing Subject-Specific Information Literacy Standards

Information Literacy Advisory Committee  
Association of College and Research Libraries  
May 2008

- 1. Charge a committee or task force to develop the standards
- 2. Select IL Consultant; contact to confirm their interest and availability
- 3. IL Consultant notifies IIL Exec Committee Chair appointment to Section
- 4. Identify relevant literature and accreditation standards for the discipline
- 5. Consult with subject specific library associations including the ALA units, as relevant

Associations consulted:

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- 6. Consult with disciplinary faculty and associations, as relevant

Persons or associations consulted:

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- 7. Draft document and submit to the leadership of your ACRL unit

- 8. Receive comments and revise draft document as appropriate
- 9. Call for comments to the draft document from your unit's members

Publications/lists and dates draft was distributed:

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- 10. Share draft with disciplinary faculty and associations

Publications/lists and dates draft was distributed:

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- 11. Receive comments and revise draft as appropriate
- 12. Submit to your unit's leadership for review
- 13. Once unit leadership approves, submit to ILAC for review
- 14. Complete the ACRL Standards and Accreditation Committee's "Transmittal Sheet for Draft Standards and Guidelines"

- 15. ILAC approves or returns for revisions
- 16. After approval is given, ILAC will forward the document and the SAC transmittal sheet to the ACRL Standards & Accreditation Committee
- 17. ACRL Standards & Accreditation Committee approves or returns for revisions
- 18. Once ACRL Board approves, publish and announce subject-specific information literacy standards officially. Options for announcing standards include:
  - Publishing the standards document on the unit's web site
  - Creating a link to the standards document on the ACRL Standards web site as a sub-listing underneath the *information Literacy Competency Standards for Higher Education*
  - Submitting a short news article with the URL to *C&RL News*
  - Submitting for inclusion in the Instruction Section's Information Literacy in the Disciplines site
  - Submitting a short news article to other relevant professional organizations