

Policy No: F-2

Subject: Protocol for Writing Position Statements for Education Policy Issues

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Effective Date: 1/9/16

Revision Date(s):

Review Date(s):

**Review Responsibility:** Practice Committee

**Policy Statement:**

AASL position statements related to education policy issues shall be developed using a consistent format.

**Focus:**

Practice Committee, Board of Directors and AASL members

**Purpose:**

To describe the standard format and requirements for AASL education policy position statements.

**Procedure:**

1. The Board, Practice Committee or membership may suggest an education policy issue for position statement development. The topic will be forwarded to the Practice Committee for development.
  - a. The Board will be kept abreast on updates of the position statement progress via information reports from the Practice Committee submitted for inclusion on the board meeting agenda.
2. The Practice Committee should consult with the Executive Director, then any groups connected to the issue and the ALA Washington Office during the statement development.
3. Use the latest edition of the *Chicago Manual of Style*, Chicago: University of Chicago Press as a guide for citing references.
4. The Board reviews the policy position statements for final approval prior to publishing.
5. The following format should be used when developing a policy position statement:

Title [clearly identifying the position the association is taking]

Disclaimer: The position taken by the American Association of School Librarians (AASL) represent the organization and cannot be applied to individual members or groups affiliated with the association without their direct confirmation.

Definitions: [list of terms uses in statement and how they are defined for this particular publication]

Background: [information as to how this issue came to light and why the association is taking a position on this issue. Specifically include how this issue impacts members of the association]

Position: [Should start with “The American Association of School Librarians supports the position that...]

Call to Action: [Include who the association is calling to action, and what action steps are being requested]

References: [Consult the *Chicago Manual of Style*, Chicago: University of Chicago Press]

Approval/Revision Dates: [Submitted by AASL Practice Committee (date), Approved by the AASL Board of Directors (date). Revised (date)]