

Policy No: A-10

Subject: Guidelines for Writing Position Statements

Number of pages: 2

Effective Date: June 27, 2015

Revision Date(s): May 18, 2023

Review Date(s):

Review Responsibility: AASL Bylaws and Organization Committee, AASL Board of Directors

Policy Statement:

AASL Position Statements will be developed at the request of the AASL Board of Directors using the approved format.

Focus:

AASL Membership, AASL Committee or Task Force of Origin, AASL Board of Directors

Purpose:

To describe the standard format and requirements for AASL Position Statements.

Procedure:

1. The board and/or membership may suggest a project for development. The concept must be approved by the board and delegated to the appropriate committee or task force.
 - a. The board will be kept apprised of the development of position statements via information reports from the committee chair to which the project is assigned.
2. Use the latest edition of the Chicago Manual of Style, published by the University of Chicago Press, as a guide for citing references.
3. The board will review the document for final approval prior to publishing.
4. Position statements will be posted on the AASL website.
5. The following format should be used when developing a position statement:
 - a. Title [clearly identifying the position the association is taking]
 - b. Disclaimer: The American Association of School Librarians (AASL) assumes no responsibility for the practices or recommendations of any member or other professional, or for the policies and procedures of any school library. School librarians function within the limitations of licensure/certification, state board of education policies, and/or institution, district, or school policy.

- c. Definitions: [list of terms uses in statement and how they are defined for this particular publication]
- d. Background: [information as to how this issue evolved and the rationale for the association's position. Specifically include how this issue impacts the profession]
- e. Position: [Should start with "The American Association of School Librarians supports the position that...."]
- f. References: Consult the Chicago Manual of Style, [latest edition], Chicago: University of Chicago Press
- g. Recommended Reading List: [any additional materials that were not cited but support the position]
- h. Approval/Revision Dates: [Approved by the AASL Board of Directors (date). Revised (date)]
- i. Committee/Task Force Name:
- j. Committee/Task Force Member Names: