ACRL Diversity Alliance Letter of Commitment

[   ] agrees to participate in the ACRL Diversity Alliance program, January 1, 2024 – December 31, 2024 to demonstrate commitment to racial equity through development of inclusive hiring practices and a culture welcoming to Black, Indigenous, and people of color (BIPOC), and in order to increase opportunities to engage in pre and early career, paid work experiences for professionally underrepresented racial and ethnic groups.

As part of this agreement, [   ] will make the commitments outlined below in line with their membership level(s):

☐ Foundational - Building an inclusive culture - required for all levels
☐ Bridge - Pre-Career work experiences for BIPOC Graduate Students
☐ Bridge - Early-Career work experiences for BIPOC Professionals

Foundational - Building an inclusive organizational culture supportive BIPOC

Actively commit to developing a culture of diversity, equity, inclusion (DEI) throughout the library. This includes:

1. Developing and implementing a/an:
   a. Organizational assessment
   b. Plan to address issues identified in the organizational assessment
   c. Strategic Plan with clear vision for diversity, equity, inclusion made publicly visible
   d. Utilization of the [ALA Diversity, Equity, and Inclusion (DEI) Scorecard for Library and Information Organizations](#) (April 2021) to assess and report on the Library's progress in developing an inclusive culture to the Diversity Alliance
   e. Development of a method of sharing assessment results as transparently as possible, and at minimum through the ALA Connect platform

2. Identifying a committee/individual tasked to assist with professional development mentorship, and leadership development focused on increasing the Library's culture of inclusiveness
3. Implementing a program of diversity, equity and inclusion (DEI) training that includes:
   a. Cultural competency
   b. Preparing staff to work with individuals from diverse backgrounds
   c. Understanding microaggressions
   d. Training for managers/supervisors on working with BIPOC, how to address microaggressions, and managing conflict effectively
   e. Issues around race and ethnicity, gender, transgender, ageism, disability, etc.
4. Developing and establishing a plan/procedure for addressing employees/patrons making racial or other microaggressions
5. Communicating implicitly and explicitly the institution's intentions and expectations for how DEI training will be put into practice
6. Implementing inclusive hiring practices
7. Establishing onboarding procedures and ongoing training for staff that includes knowledge of cultural competency, working with individuals from diverse backgrounds, microaggressions, and DEI expectations
8. Reporting actions toward commitment levels to the Diversity Alliance to document progress

Initial: I agree:	

Bridge - Pre-Career, paid practicum/internship opportunities for BIPOC graduate students

Establish and sustain paid, pre-career work experiences for BIPOC professionals through a semester-long MLIS/MLS Practicum/Internship program for at least one individual.

1. Identify individual(s) tasked to assist Practicum/Internship Students with skills development, professional development, and mentorship
2. Commit to designing experiences to expand the practicum participant's self-defined interests and skills, including: mentorships, learning opportunities to broaden knowledge of the libraries, and inclusion in departmental meetings in order to create a "sense of belonging". These should allow practicum/internship participants to engage librarians and or professional staff in the library. It is beneficial that a cohort of practicum participants be formed locally or across multiple institutions
3. Provide access to training required of the practicum/internship project(s)

4. Provide a wage for the practicum/internship participant commensurate with the hourly salaries of equivalent library and archives professionals with library and archives degrees in progress
5. Agree to serve as a collegial resource (advisor and guide) to active member institutions of the Diversity Alliance

Initial: I agree:	
Not applicable to my commitment level:	

Bridge - Early career work experiences for BIPOC recent graduates (preparing for and hosting Diversity Residency)

Establish and sustain paid, early-career work experiences for BIPOC professionals through a residency program for at least one individual that lasts a minimum of two years (three years preferred).

1. Identify individual(s) tasked to coordinate the program, liaise with Library Leader (signatory) and supervisor(s), and actively engage with the resident(s) to provide coaching, career development support, identifying professional development opportunities, and mentorship.
2. Commit to designing and assessing experiences to expand the resident's self-defined interests and skills, including: mentorships, learning opportunities to broaden knowledge of the libraries, special projects or rotations throughout the library, and inclusion in departmental meetings in order to create a "sense of belonging".
   i. These should allow residents to engage librarians and or professional staff in the library. It is beneficial that a cohort of diversity residents be formed locally or across multiple institutions. Where policies allow, engagement in shared governance or union proceedings is encouraged in order to provide a fuller experience of professional work
   ii. Use Residency Interest Group (RIG) - RIG Toolkit's pre-residency checklist (starts on page 7 of toolkit) to prepare
   iii. Use RIG Toolkit Guidelines for Establishing a Mentorship Program (starts on page 14 of the Toolkit)
3. Provide training and funding needed to complete assignments and special projects
4. Provide professional development funding equal or greater than what is offered to librarians or archivists
5. Provide a Resident's salary that is commensurate with the salaries of equivalent entry-level librarians or archivists
6. Ensure active assessment of the program's design, processes, and impacts
   i. We recommend the use of the RIG Toolkit Residency Support Survey (starts on page 24 of the toolkit)

7. Ensure position ads articulate clearly the type of residency experiences and workload split across departments and functions
8. Agree to serve as a collegial resource (i.e. advisors and guides) to active member institutions participating in the ACRL Diversity Alliance

Initial: I agree:	
Not applicable to my commitment level:	

Bridge Levels' Leadership Pledge

As the Senior Leader for the Library, I pledge to:
- Support the Practicum/Intern/Resident's efforts to get a permanent job
- Ensure additional mentoring and scaffolding for what may be their first professional position
- Engage with them as part of their work opportunities
- Enable local service opportunities for Practicum/Interns/Residents
- Commit to travel support for Practicum/Interns/Residents in line with other librarians and archivists
- Ensure ongoing training for the Library around DEI-A, particularly as it relates to creating an environment welcoming to BIPOC professionals

Initial: I agree:	
Not applicable to my commitment level:	

Resident Information

If this is a renewal, please indicate the names and email addresses of residents from the previous year:

Resident Name(s):	
Email address(es):	

Primary Point of Contact Information

This individual will be added to the Diversity Alliance's Coordinators' listserv and invited to learning opportunities:

Point of Contact Name(s):	
Email address(es):	

Director Signature

We/I understand that commitments to the ACRL Diversity Alliance are renewed annually to ensure these principles continue to be a priority.

Director Name (Printed):	
Director Name (Signature):	
Institution:	
Date:	

Appendix - Updated ALA DEI Scorecard

For instruction on how to use the ALA DEI Scorecard, see the full document ([PDF](#)). Table copied from full document.

	Level of Performance				Score
	3 Excellent	2 Improved	1 Developing	0 Insufficient	
Embeddedness of DEI into the Culture and Climate of the Organization	The library has created, outlined, and implemented DEI within its strategic plan	The library has developed but not implemented DEI goals within the strategic plan	The library is in the process of developing DEI goals within its strategic plan	No plan is in place or created to include DEI in the strategic plan	
Training and Education	The library provides at least twice-yearly mandatory DEI trainings on current and systemic issues that impact equity in the organization and the greater community	The library provides annual DEI training on current and systemic issues in libraries, but staff attendance is voluntary	The library is developing but has not yet implemented DEI training	The library does not offer DEI trainings	
Recruitment, Hiring, Retention, and Promotion	The library has a plan with measurable goals to attract, retain, hire, and promote BIPOC personnel–including librarians–with clear timelines	The library has a plan for the recruitment, retention and promotion of BIPOC personnel	The library has a plan to recruit BIPOC personnel, but it does not include retention or promotion	No plan in place for recruitment, hiring, retention, and promotion of BIPOC personnel	
Budget Priorities for DEI	Funding for DEI initiatives is consistently built into the annual budget	Funding within the budget is not specifically allocated to DEI initiatives, but can be used for these initiatives	Requests for funds related to DEI initiatives is in process	DEI efforts are not outlined in the budget	
Data Practices	The organization regularly uses DEI data for decision making and monitoring progress towards achieving DEI goals	The organization has a protocol and system for collecting, analyzing, and disseminating DEI data	The organization has begun to consider developing protocols and systems for collecting, analyzing, and disseminating DEI data	The organization has no protocols or systems in place for collecting, analyzing, and disseminating DEI data	
				Total Score	