

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 102

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AFFIRMATIVE ACTION

Reviewed: 4/1/98

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It is the policy of the American Library Association to take affirmative action to enhance the employment opportunities of minorities, women, disabled veterans, Vietnam era veterans and the disabled.

Department and Unit Heads and all other management and supervisory personnel are responsible for implementation and administration of the Equal Employment Policy and the Affirmative Action Program in all areas under their supervision.

Both the Human Resources Department and the managers and supervisors are responsible for ensuring that neither race, age, color, religion, sex, national origin, physical or mental disabilities, marital status, sexual orientation, nor Vietnam Era veteran status, be allowed to prohibit the initial assignment of an employee to any department or unit of the Association or promotion therein.

As part of the Affirmative Action Program, the Director, Human Resources shall submit semi-annual reports to the Heads of Departments stating the action taken by department management to ensure the fulfillment of the Equal Employment Opportunity Policy.

Copies of ALA's Affirmative Action Plan may be reviewed in the Director, Human Resources Office between the hours of 8:30 a.m. and 4:30 p.m., from Monday through Friday. Employees with questions about ALA's Affirmative Action Plan should see the Director, Human Resources.

All advertisements for vacant positions will read *equal opportunity employer for women, minorities, veterans and people with disabilities*.