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ALA Policy Manual  
Section B: Positions and Public Policy Statements

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The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat colleagues and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and well-being of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our knowledge and skills, by encouraging the professional development of colleagues, and by fostering the aspirations of potential members of the profession.

Adopted at the 1931 Midwinter Meeting by the ALA Council; amended June 30, 1961; June 2, 1965; and January 22, 2000.

### B.1. Core Competencies of Librarianship (Old Number 40.5)

This document defines the basic knowledge to be possessed by all persons graduating from an







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- a. The principles of financial and budgeting in libraries and other information agencies
- b. The principles of effective personnel practices and human resource development
- c. The concepts behind, and methods for, assessment and evaluation of library services and their outcomes
- d. The concepts behind, and methods for, developing partnerships, collaborations, networks, and other structures with all stakeholders and within communities served
- e.

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teachers to read, view, hear, or access regardless of technology, format or method of delivery adopted in 2000, amended in 2005, 2008, 2011-12

[\\*See Policy Reference 4110 Access to Resources and Services in the School Library and Interrelation of the Library Bill of Rights, revised, 2013-2014 - ALA Council Resolution 74, 15 June 2013. Formerly entitled Access to Resources and Services in the School Library Media and Interrelation of the Library Bill of Rights.](#)

B.1.4 Access to library resources and services for minors (Old Number , 5.1.4  
Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

[Adopted June 30, 1972; amended AC 1.1, AC 1.1.1, AC 200-AC 200.1 and AC201-1.1 \\*See](#)

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library may limit use of its meeting rooms to strictly library related activities, provided that the limitation is clearly circumscribed and is viewpoint neutral.

Adopted 11/11. See [ALA Policy Reference File Meeting Rooms An Interpretation of the Library Bill of Rights ¶ 74, 5](#).

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**B.1.13 Privacy (Old Number, 1.12)**

In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and sees that information private on their behalf. Protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship.

[See Policy Reference File Privacy: An Interpretation of the Library Bill of Rights 2001-2002 C7G1-0&B 74, 5\) %s.](#)

**B.1.14 Use of Filters in Libraries (Old Number, 1.13)**

The ALA affirms that the use of filters software by libraries to block access to constitutionally protected speech violates the Library Bill of Rights.



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B.1.1.0 (Access to Digital Information, Services, and Networks)



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about library resources within the discovery system. Libraries that open their discovery systems to user-generated content should develop and publish neutral policies that describe how users may contribute, how user-generated content will be displayed, and how the personal information of contributors will be protected. Adopted, January 2010.

[\\*see E Policy Reference 4.1.2 User-Generated Content in Library Discovery Systems: An Interpretation of the Library Bill of Rights, 2010 ALA C7G1.2.2 Adopted January 12, 2010.](#)

B.1.2 Religion in Libraries (NE\*)

The First Amendment guarantees the right of individuals to believe and practice their religion or to practice no religion at all, and prohibits government from establishing or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed. The First Amendment also guarantees the corollary right of individuals to receive information on religious topics. Libraries support this right by providing access to diverse religious thought without becoming a proponent of any of them. Adopted AC 2010

[\\*see E Policy Reference 4.1.2 Religion in American Libraries: An Interpretation of the Library Bill of Rights, 2010 C7 G1.2.2 Adopted June 2, 2010.](#)

B.1.3 Freedom to View (Old Number, 5.1)

The American Library Association endorses freedom to view, a statement of the American Film and Video Association.

[\\*see L Policy Reference 4.1.3 Freedom to View, revised 11/01/10 C7 G01.5.B.74.2.3](#)

B.1.4 Freedom to Read (Old Number, 5.2)

The American Library Association endorses Freedom to Read, a joint statement by the American Library Association and the Association of American Publishers. 74(a)-1.91n3829(s)0.254392(e)-iaBt/R17 12

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- & Comply with relevant federal, state, and local laws as well as industry best practices and policies
- 5& (ensure that the policies outlined above must be verifiable by an independent audit)

Adopted 2005 [\\*see E Policy Reference 41eF1 Resolution on Radio Frequency Identification \\*R427. Technology and Privacy Principles 200-B05 C7G1! & B "74, 0 \)%s.](#)

B.1.1 Threats to Library Materials Related to Sex, Gender Identity, or Sexual Orientation (Old Number, 5.1)

The American Library Association supports the inclusion in library collections of materials that reflect the diversity of our society, including those related to sex, sexual orientation, and gender identity or expression. ALA encourages all American Library Association chapters to take active stands against all legislative or other government attempts to proscribe materials related to sex, sexual orientation, and gender identity or expression and encourages all libraries to acquire and make available materials representative of all the people in our society.

Adopted 2005, Amended 2001, 2010 [\\*see N Policy Reference 41eM1 Resolution on Threats to Library Materials \(b\)\(6\) \(r\)-2.674\(b\)-6.6-5.70915 \( \) amendy 2dentionour #\(s\)10.2729\(e\) -](#)

3. Promote full participation of people in support of equal education and employment, and explore alternative sources of scholarship, fellowships, and assistantships in order to attract individuals from diverse backgrounds into librarianship.
4. Promote training opportunities for library personnel that will give them the skills needed to both provide effective services to diverse populations and to raise funds to enhance library services for diverse communities.
5. Promote the incorporation of programs and services designed for diverse populations into the budgets of all types of libraries, rather than support these activities solely from miscellaneous such as private grants or federal monies.
6. Promote adequate funding of library personnel, resources, facilities and equipment for the provision of equitable library services to diverse populations.
7. Promote supplemental support for library resources for diverse communities by urging local, state, and federal government, and the private sector, to provide adequate funding.
8. Promote public awareness of the importance of library resources and services among all segments of society, especially in diverse communities.
9. Promote the creation of output measures through the encouragement of community needs assessment.
10. Promote the career advancement of diverse personnel by providing increased professional and leadership development opportunities.

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- 5.1 The creation of library services and delivery operations, which will ensure rapid access to information in a manner reflective of the communities they serve
- 5.2 A diverse workforce is essential to the provision of competent library services. A concerted effort must be undertaken to recruit and retain diverse personnel at every level of the library workforce. Opportunities for career advancement must also be available to these individuals.
- 5.3 To ensure the development and enhancement of library services to diverse populations, library personnel from diverse and underrepresented backgrounds must be encouraged to take active roles in the American Library Association and other professional library organizations.

#### B.5.2 Library and Information Studies Education to Meet the Needs of a Diverse Society (Old Number 20.1)

The American Library Association, through the Committee on Accreditation, will encourage graduate programs in library and information studies seeking accreditation or reaccreditation to ensure that their student bodies, faculties, and curricular reflect the diverse histories and information needs of all people in the United States. Collaboration between these programs and local libraries and community-based organizations serving diverse populations is to be particularly encouraged.

#### B.5.3 Recruitment and Retention of Diverse Personnel (Old Number 20.2)

In order to ensure that libraries are both reflective of and relevant to the communities they serve, the American Library Association encourages and supports recruitment and continuation of a diverse workforce. (t) -5.650

#### B.4. Equal Employment Practices Policy (Old Number 5.0.1)

##### B.4.1 Equal Employment Practices Policy (Amendment 1 Legislation) (Old Number 5.0.1)

The American Library Association supports the equality of women both in the profession and in society at large. To this end the Association supports implementation of the national plan of action as amended at the National Women's Conference in Houston in November 1977.

The Association supports through employment practices policy the

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Digital content must be given the same consideration as other library materials when conducting collection development, organization and cataloging of sources, reference services, and reservation.

Digital content must be provided in various and alternative ways to meet the unique needs and circumstances of all people.

Equitable access to digital library materials is ensured through maximum accessibility, ubiquity, sustainability, and barrier-free access.

#### Intellectual Property Rights

Access to and use of digital content that is protected by copyright should be provided in a fair and equitable manner, balancing the rights and privileges of users, creators, and owners.

Rights management policies and procedures must promote the advancement and sharing of knowledge, innovation, and creativity.

Reservation activities require the development of standards, best practices, and sustainable funding models to support long-term commitment to digital resources.

Importance of Standards

Digital collections must be built upon standards and best practices that maximize their usefulness.

Such standards and best practices must serve the broadest community of users, including those with disabilities, support sustainable access and use over time, and provide user functionality that promotes the core library values.

Reference should be given to open standards and non-proprietary technologies that support long-term sustainability.



In an age of international communication and interchange of resources, the federal government is pivotal in the development of libraries as institutions that transcend national

## B.2. International Relations (Old Number , 4

### B.2.1 Policy Objectives (Old Number , 4.1

The ALA Charter states that the Association was formed for the purpose of promoting library interest throughout the world by exchanging views, reaching conclusions and inducing cooperation in all departments of bibliothecal science and economy. The commitment in the area of international relations is carried out, in part, through the activities and programs of ALA's International Relations Office. The American Library Association establishes these objectives and responsibilities for its international relations programs:

1. To encourage the exchange, dissemination, and access to information and the unrestricted flow of library materials in all formats throughout the world \*ALA Policy Action Area 1 (Guaranteed Access to Information and Library Services).
2. To promote and support human rights and intellectual freedom worldwide \*ALA Policy Action Area 1 Intellectual Freedom/ALA Policy Action Area 1 Diversity.
3. To foster, promote, support and participate in the development of international standards relating to library and information services, including informational tools and technologies \*ALA Policy Action Area 1 Transborder Libraries.
4. To promote legislation and treaties that will strengthen library, information and telecommunications services worldwide \*ALA Policy Action Area 1 Transborder Libraries.
5. To encourage involvement of librarians, information specialists, and other library personnel in international library activities and in the development of solutions to library service problems that span national boundaries \*ALA Policy Action Area 1 Transborder Libraries.
6. To promote the education of librarians, information specialists, and other library personnel in such ways that they are knowledgeable about librarianship in the international context \*ALA Policy Action Area 1 (Education and Lifelong Learning).
7. To promote public awareness of the importance of the role of librarians, libraries, and information services in national and international development \*ALA Policy Action Area 1 Advocacy for Libraries and the Profession.

[\\*See Policy Reference File for full text, including implementation 11-10 C7 G1- B "74, 30 \)%s.](#)

### B.2. Human Rights and Freedom of Expression (Old Number , 4.4.1 for heading

#### B.2.1 Article 15 of the United Nations Universal Declaration of Human Rights (Old Number , 4.4

(everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media regardless of frontiers)

[\\*See Policy Reference File 11-10 C7 G2-and C7 G70 B "74, 3 \)%s.](#)

#### B.2.2 (bridgment of the Rights of Freedom of Foreign Nationals (Old Number , 4.4

Threats to the freedom of expression of any person become threats to the freedom of all therefore ALA adopts as policy the principles of Article 1 of the Universal Declaration of



Human rights adopted by the United Nations General Assembly and the Association will address the grievances of foreign nationals where the infringement of their rights or free expression is clearly a matter in which all free people should show concern. Resolutions or other documents attesting to such grievances will be brought to the attention of the Executive Board and Council by the ALA International Relations Committee.

[See Policy Reference File 1 "Policy on Abridgment of the Rights of Freedom of Foreign Nationals and Freedom of Expression of Foreign Nationals" Abridgment of Human Rights in South Africa 1985-1990, 1974, 1975.](#)

B.2. The ALA and IFLA (Old Number, 4.4.1 for policy language) shall work with other associations and institutions that belong to ALA to develop positions and programmatic plans of action in support of human rights and freedom of expression and the resident or the member officially representing the Association at ALA

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[\\*See Policy Reference 4001 Continuum \(Education\) 74, 2\).](#)

### B.3.4 Standards of Accreditation in Library Education (Appeals Procedure (Old Number , , .4

A graduate program in library and information studies may file a written appeal against any accreditation decision, by the Committee on Accreditation, which does not result in accreditation. Details regarding the appeals procedure shall be applied to all programs articulated in the accreditation process.

[\\*See Policy Reference 4011 \(Executive Board Appeal Procedure\) 74, 31\).](#)

### B.4.0 Roles and Responsibilities of Libraries (Old Number , "

#### B.4.1 Literacy (Old Number , 0.2

##### B.4.1.1 Literacy and State Library Agencies (Old Number , 0.2.1

The American Library Association supports the achievement of national literacy through educational activities utilizing the historical and cultural experience of libraries and librarians.

The American Library Association urges state library agencies to address the problems of illiteracy and give high priority to solutions in their short and long-range plans for library development and use of



The Association, through its ALA Washington Office and its Legislative Agenda, will strongly support the efforts of librarians to increase federal and state government funding for preservation programs.

The preservation of primary source documents is integral to our right to know about and understand ourselves and the communities in which we live. Libraries have an obligation \*a. to inform donors, users, administrators, and local officials about the ephemeral nature of primary source materials, \*b. to promote strategies for the proper care, handling, and storage of these materials, and \*c. to recommend the use of durable media and methods of documentation.

[\\*See Policy Reference File 2007B200 C7655, Resolution Adopted at the 76th Annual Meeting of the American Library Association on Preservation and the Revised Policy for the American Library Association.](#)

**B.4.3.1 Recycled Paper (Old Number, "3.1")**

The American Library Association urges all publishers, including the government, to use recycled paper for publications normally issued on non-permanent paper and urges librarians to dispose of discarded paper so that it is available for recycling.

**B.4.4 School Library Media Programs (Old Number, "3.4")**

**B.4.4.1 Instruction in the Role of Libraries in Teacher Education (Old Number, "3.4.1")**

The American Library Association and the American Association of School Librarians Division recommend instruction in the role of libraries and the use of information resources as an integral part of all teacher education programs.

**B.4.4.2 The School Library Media Program (Old Number, "3.4.2")**

The purpose of the library media program is to ensure that students and staff are effective users of ideas and information. Within the program, the school library media specialist serves as an information specialist, teacher, and instructional consultant.

**B.4.4.3 School Library Media Programs' Materials Selection Policies and Statements (Old Number, "3.4.3")**

The American Library Association recommends that every school district have a written materials selection policy formally adopted by the school board that includes criteria and procedures for the selection and reconsideration of resources, including the principles of the Library Bill of Rights. The Association recommends that each school building have its own

order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local laws relating to civil, criminal, or administrative discovery procedures or legislative investigatory purposes.

3. Resist the issuance or enforcement of any such process, order, or subpoena until such time as a reporter showing of good cause has been made in a court of competent jurisdiction.

[\\*See Policy Reference 4.1.1 Policy Concerning Confidentiality of Personally Identifiable Information About Library Users 2003-2005 ALA C7G1-3B "74, 2"\)](#).

**B.4., 4.1.1. Protect Library User Confidentiality in Self-Service Practices (NE\*)**  
ALA urges all libraries that implement self-service holds to protect patron identity by adopting practices and procedures that conceal the library user's personally identifiable information in connection with the materials being borrowed and, urges libraries, librarians, and the responsible bodies of ALA to work with vendors to incorporate applications into integrated library systems that enable libraries to conceal a library user's identity in a cost-effective manner. Adopted AC 2011.

[\\*See Policy Reference 4.1.F Resolution to Protect Library User Confidentiality in Self-Service Hold Practices 2010-2011 ALA C7G1-3B "74, -"\)](#).

**B.4., 4.2. Immigrants' Rights to Free Public Library Access (Old Number, 4.2.1)**  
The American Library Association in cooperation with RILA and other affiliates works to inform and educate public libraries and member constituents about alternate forms of identification that will encourage the use of free public library services by all immigrant populations.

[\\*See Policy Reference 4.1.1 Resolution in Support of Immigrants' Rights to Free Public Library Access 200-2005 ALA C7 G05 B "74, 1"\)](#).

B.4., 4.3. Code of Ethics 483. 9761(p)-3. 9761(p)-3. 006 (s) 0192009, 14a(B) 2.5 (2) (f) -4. 6. 7067 (c)

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- S ensure that those records that must be retained are secure
- S avoid library practices and procedures that place personally identifiable information on public view
- S



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include instruction in the use of libraries as one of the primary goals of service & Libraries of all types share the responsibility to educate users in

3. Promote full, stable, and ongoing legislative programs in support of income services and/or active library programs that reach beyond traditional service sites to poor children, adults, and families.
4. Promote training opportunities for librarians, in order to teach effective techniques for generating public funding to upgrade library services to poor people.
5. Promote the incorporation of income programs and services into regular library budgets in all types of libraries, rather than the tendency to support these projects solely with non-federal grants.
6. Promote equity in funding adequate library services or poor people in terms of materials, facilities, and equipment.
7. Promote supplemental support for library resources or and about income allocations by urban local, state, and federal governments, and the private sector,

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The American Library Association also encourages continued research documenting

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For the Accreditation of (educator preparation is the appropriate first professional degree for school librarians)

\*Adopted July 11, 1967, by ALA Council; revised 2000, March 2013.

**B.5. Equal Employment Opportunity (Old Number 4.5)**

The American Library Association is committed to equality of opportunity for all library employees or applicants for employment, regardless of race, color, creed, sex, sexual orientation, gender identity or expression, age, disability, individual lifestyle, or national origin and believes that hiring individuals with disabilities in all types of libraries is consistent with good personnel and management practices.

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disability issues, and services (or )eo)le 5ith disabilities, their /amilies, and other

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B.5.4 Comparable – Standards (Old Number , 4.4  
The American Library Association supports salary and

**B.5.3 Inclusion and Mutual Respect (Old Number , 4.3**

The American Library Association values, respects, and welcomes the contributions and participation of all library workers. ALA actively promotes inclusiveness within the Association and communicates images and information about all types of library careers. ALA provides services and developmental opportunities for all library workers.

The American Library Association affirms the importance of inclusiveness and mutual respect as essential for employee productivity, morale, and learning. Library employers that have developed respectful organizational cultures with inclusive language and developmental opportunities for all library workers should be recognized as models for others.



#### B.5.11 Collective Bargaining (Old Number , 4.11)

The American Library Association recognizes the principle of collective bargaining as one of the methods of conducting labor-management relations used by private and public institutions. The Association affirms the right of eligible library employees to organize and bargain collectively with their employers, or to refrain from organizing and bargaining collectively, without fear of reprisal.

[\\*See Policy Reference 41001 Collective Bargaining, Statement of Guidelines B "74, 2 \)%s.](#)

#### B.5.12 Residence and Citizenship Requirements (Old Number , 4.12)

The American Library Association is opposed to any rule, regulation or practice, imposed as a condition of new or continued employment in any library, a requirement of residence or citizenship except where a demonstrable danger to national security is involved.

#### B.5.13 Drug Testing (Old Number , 4.13)

The American Library Association opposes mandatory drug testing of library employees and advocates employee assistance programs as the best way for library employers to respond to performance deficiencies due to drug use.

[\\*See Policy Reference 41001 1! 7B C7 G01 B "74, 1 \)%.](#)

#### B.5.14 Information and Referral Services (Old Number , 4.14)

ALA provides, through its offices, divisions, round tables, and committees, information and referral services regarding tenure, status, fair employment practices including discrimination and sexual harassment, and the principles of intellectual freedom as set forth in policies adopted by Council.

#### B.5.15 Institutional Support of ( ) Members to Attend ( ) Conferences (Old Number , 4.15)

The American Library Association supports the principle of providing reference, in libraries, to members of ALA in providing financial support and administrative leave to attend ALA Conferences. ALA supports encouragement staff in both administrative and nonadministrative positions in libraries to attend the annual ALA Conference.

#### B.5.16 Gay, Lesbian, Bisexual, and Transgender Rights (Old Number , 4.16)

The American Library Association supports equal employment opportunity for gay, lesbian, and transgender librarians and library workers. [\\*See Policy Reference 41001 A Resolution Reaffirming Equal Employment Opportunity for Gay, Lesbian, Bisexual and Transgender Librarians and Library Workers, 2010-2011 ALA C7G-3.](#) \*See also [S&B](#).

#### B.5.17 Advertising Rates - Annual (Old Number , 4.17)

Available salary ranges shall be given for positions listed in any placement services provided by ALA and its units. A regional salary guide delineating the latest minimum salary figures recommended by state library associations shall be made available from any placement services provided by ALA and its units.

All ALA and unit publications printing classified job advertisements shall list the salary ranges established for open positions where available and shall include a regional salary guide delineating the latest minimum salary figures recommended by state library associations for library positions.

**B.5.14 - Reproduction of Noncommercial Educational and Scholarly Journals (Old Number , 4.14)**

ALA encourages authors primarily for purposes of educational advancement and scholarship to reserve to themselves licensing and reproduction rights to their works in the publishing contracts they sign.

ALA, in cooperation with other educational organizations, urges publishers to adopt and include in their journals or similar publications a notice of a policy for the noncommercial reproduction of their materials for educational and scholarly purposes.

**B.5.15 (600) Screening (Old Number , 4.15)**

The American Library Association opposes mandatory screening of library employees and advocates employee assistance programs as the best way for library employers to respond to performance deficiencies related to such illness as PTSD and Related Complex: \*ARC.

[\\*See Policy Reference File 1! B ! C7 G22&B "74, 1 \)%.](#)

**B.5.10 Comprehensive Health Care (Old Number , 4.10)**

ALA recognizes the importance of comprehensive health care for all Americans and its impact on libraries.

ALA encourages that potential employers specify explicitly in their job announcements in ALA publications or website whether or not they provide domestic partner benefits by means of a) ending one of the following phrases: Domestic partner benefits are not offered by this institution or Domestic partner benefits are offered by this institution.

ALA urges other publishers and  
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[\\*see E Policy Reference File Resolution on Core Practice #1 each, 200-2005 ALA C7G3 & B "74, 1\)](#)

### B.10 – Research and Statistics (Old Number , 3

The American Library Association recognizes the need to continuously build and strengthen the knowledge base upon which library services and the library profession depend. Basic and applied research in the field of library and information studies, as well as research results in related disciplines will, in large measure, shape library and information services and the nature of the library profession in the future. Statistics are a necessary foundation for many kinds of research, as well as for policy and planning. Through its Office for Research and Statistics and, as well as through related groups in its membership units, ALA strives to reach ALA's goals in the areas of research and statistics.

In order to reach these goals:

- ALA defines and identifies priority research areas
- stimulates and promotes the funding required to conduct research
- cooperates with library education research programs
- coordinates with other institutions and associations implementing the profession's research agenda
- stimulates discussion of research methodologies
- proposes programs designed to improve the quality, quantity, and impact of research
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Through its public information office, ALA will maintain a close relationship with the library press, both national and international, and sustain a steady flow of information about the organization and its activities, as well as major developments affecting the library profession.

Through its Washington office, ALA seeks to inform and educate the United States legislature and the various federal agencies about events generally, and legislation specifically, which influence library-related activities.

[See the Policy Reference File for full statement 74.3.1.](#)