

Oregon Library Association Intellectual Freedom Committee
Tuesday Topic, May 2017



Welcome to Tuesday Topics, a monthly series covering topics with intellectual freedom implications for libraries of all types. Each message is prepared by a member of Oregon Library Association's Intellectual Freedom Committee. Questions can be directed to the IF Committee member who sent the message or to one of the [co-chairs of the IFC](#).

Library policies and intellectual freedom

This month the Intellectual Freedom Committee is getting back to the basics—library policy!

At the 2017 OLA Annual Conference, we presented a pre-conference about best practices and advice for writing policies related to intellectual freedom. The pre-conference included a panel presentation by Adriene Lim from University of Oregon, Buzzy Nielsen from Crook County Library, Cindy Gibbon from Multnomah County Library, and Steve Silver from Northwest Christian University.

The Intellectual Freedom Committee, with feedback from the panelists, created a list of resources to help academic and public library staff draft library policies related to intellectual freedom issues. The resources range from general guidelines about how to draft all types of policies to specific policies like collection development and exhibits. The resource list is on pages 2 and 3 of this document and is also available on [Northwest Central](#).

Best practices and advice:

- Create a regular schedule to review and update your policies—a regular schedule might be to review each policy once a year, every other year, or every five years.
- Create a very simple process that explains who is responsible for which tasks—i.e. how much should the governing body and staff be involved in the process, what stages of the process do they need to be engaged, and who has to approve it?
- Decide how you are going to communicate about policies updates with your staff and governing body
- Get at least three up-to-date examples of the policy from other libraries so you have an idea what common, current practices are regarding that policy.
- Look up Oregon library laws to find out what, if any laws are relevant to your policy.
 - If there is a law related to your policy, seek legal counsel before the governing body approves it.
- Plan how to communicate the policy to your patrons—it may just be posting it on your website with no fan-fare, it may be printing several copies and posting one copy by each public access computer. Decide based on the policy.
- Use ALA's Guidelines for the Development and Implementation of Policies

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Thriving by the Rules: Crafting Policies for Your Library

General library policy guidelines

- ACRL's [Guidelines, Standards, and Frameworks](#)
- [ALA's Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services, and Facilities](#)
- ALA's [Intellectual Freedom webpage](#) (This is a one-stop shopping option for finding policies and guidance on many issues.)
- [Intellectual Freedom Manual](#) (Edited by Trina Magi and Martin Garnar, ALA editions, 9th edition, 2015.)
- [Library Laws of Oregon](#)
- OLA IFC's [Intellectual Freedom Toolkit](#)
- Brumley, R. (2007). *The academic library manager's forms, policies, and procedures handbook with CD-ROM*. Neal Schuman.
- Brumley, R. (2004). *The public library manager's forms, policies, and procedures handbook with CD-ROM*. Neal Schuman.

Collection development and maintenance

- Dartmouth College Library [collection development policy](#)
- [Diversity in Collection Development](#): An Interpretation of the Library Bill of Rights
- Albitz, B., Avery, C., & Zabel, D. (2014). *Rethinking collection development and management*. Libraries Unlimited.
- Fieldhouse, M., & Marshall, A. (2012). *Collection development in the digital age*. London: Facet Publishing.
- Johnson, P. (2014). *Fundamentals of collection development and management*. Chicago: ALA Editions.



Request for reconsideration of materials (challenges)

- ALA's [Support for Dealing with Challenges](#) (Includes links to a sample request for reconsideration form, instructions on how to conduct a challenge hearing, and strategies and tips for dealing with challenges, including communicating with the media.)

Exhibits and displays

- City of Corvallis Library [Displays, Exhibits, and Bulletin Boards Policy](#)
- [Exhibit Spaces and Bulletin Boards](#): An Interpretation of the Library Bill of Rights

Internet, other IT issues, and Privacy

- ALA's [Guidelines for Developing a Library Privacy Policy](#)
- ALA's [resources on privacy and surveillance](#)
- ALA's [Filtering Resources](#)
- ALA's [Library Privacy Checklists](#)
- ALA's [New Library Privacy Guidelines](#)
- ALA's [Privacy Toolkit](#)
- "[Guidelines and Considerations for Developing a Public Library Internet Use Policy](#)" (Despite its title, this page includes guidelines and links to sample policies for public, academic, and school libraries.)
- Multnomah County Library's [Privacy and confidentiality of library records policy](#)
- New York Public Library's [privacy policy](#)
- [State Privacy Laws Regarding Library Records](#)

Rules of conduct for library users

- Salem Public Library [Rules of Conduct](#)
- University of Washington Libraries [Code of Conduct](#)