

# **POLICIES HANDBOOK INTELLECTUAL FREEDOM COMMITTEE**

## **SCOPE OF RESPONSIBILITIES**

The Intellectual Freedom Committee will review and update as necessary the NDLA "Intellectual Freedom Handbook".

The Intellectual Freedom Committee will encourage libraries to promote intellectual freedom and the first amendment through programs, displays, reading lists, and similar activities.

The Intellectual Freedom Committee will promote librarian, trustee, and school administrator awareness of intellectual freedom concerns and issues through the "Intellectual Freedom Handbook", "The Good Stuff", workshops, conference programs and through the NDLA listserv and other electronic means.

## **MEMBERSHIP**

The President appoints a chair for a one year term. The chair in turn will assemble a committee of 3-5 members to serve.

## **PROCEDURES**

The Committee is responsible for reviewing and updating the Intellectual Freedom Handbook.

The Committee will monitor challenges to materials and provide support to libraries that have materials challenged. If necessary, the chair will provide assistance and advice to librarians, trustees, and school administrators when needed. The Committee may also make public statements as necessary to promote or support intellectual freedom.

The Committee will provide information on confidentiality of record laws and privacy rights to those requesting such information.

The Committee will monitor legislation affecting intellectual freedom at all levels. The Committee needs to stay informed and share information on legislative actions affecting intellectual freedom.

The Committee will actively promote awareness of intellectual freedom issues by providing information, workshops, and conference programs.

The Committee will keep intellectual freedom correspondence and state newspaper articles relating to challenges and bans. These documents will be given to the NDLA Archivist to file in the NDLA Archives.

## **REPORTS**

The Chair of the committee will provide written reports to the Executive Board at regular board meetings and will provide an annual report each year detailing the activities of the Committee. The annual report will include the status of intellectual freedom in the state and general statistics on challenges both to materials and patron records. THIS REPORT WILL NOT IDENTIFY SPECIFIC LIBRARIES OR INCIDENTS. The report will also include recommendations deemed appropriate by the Intellectual Freedom Committee to maintain and promote intellectual freedom within the state.

## **BUDGET**

The Finance Committee will solicit a budget request from the chair. Provision may be made for travel to Executive Board meetings, copying, postage and supplies for the committee.

## **REIMBURSEMENT**

See Reimbursement Policy Handbook

<http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

## CHRONOLOGICAL GUIDELINES

### September

- NDLA President appoints chair of committee
- Committee chair finds 3-5 members for the committee

### October

- Prepare a budget at the request of the Finance Committee

### December

- Prepare quarterly report for NDLA Board

### January

- Read and review the Intellectual Freedom Committee Policies Handbook as well as the NDLA Constitution and Bylaws

### March

- Prepare quarterly report for NDLA Board

### April

- Review and update the North Dakota Intellectual Freedom Handbook for Libraries

### June

- Plan program for annual conference (if needed)
- Prepare quarterly report for NDLA

### September

- Prepare annual committee report
- Update policies book if needed
- Submit intellectual freedom correspondence and state newspaper articles relating to challenges and bans to the NDLA Archivist.

Approved by Executive Board: 8/28/2007

Revisions approved by Executive Board: 5/30/08

Reimbursement statement revised by Executive Board: 5/30/08

Reimbursement statement revised by Executive Board: 12/12/12