

CHECKLIST & IDEAS FOR LIBRARY STAFF WORKING WITH COMMUNITY LEADERS

A. Local Library Board of Trustees

- Develop an educational session on intellectual freedom to orient new Board members as they are elected. Include:
 - Overview of the role of libraries in democracy
American Library Basics
<http://www.ala.org/alaorg/oif/americanlibrarybasics.html>
 - Discuss basic First Amendment principles
Intellectual Freedom Q & A
<http://www.ala.org/alaorg/oif/intellectualfreedomandcensorship.html>
 - Highlight laws and legislation relevant to libraries and intellectual freedom
Notable First Amendment Cases
<http://www.ala.org/alaorg/oif/1stcases.html>
 - Legal Memoranda to the Freedom to Read Foundation
http://www.ftrf.org/memos_jb.html
 - Explain the role of the Board, to:
 - Work with the Library Director to ensure that the necessary policies are in place and that they are reviewed regularly and thoroughly
 - Review and affirm the library's selection policy annually and make sure it is followed carefully
 - Be an effective advocate for the library. Use your contacts in the community to educate and mobilize others in support of the library
 - Bring what you hear back to the Library Director
- Distribute copies of key documents:
 - Library Bill of Rights*
<http://www.ala.org/work/freedom/lbr.html>
 - Libraries: An American Value
http://www.ala.org/alaorg/oif/lib_val.html
 - ALA Libraries & the Internet Toolkit
<http://www.ala.org/internettoolkit/index.html>
 - Intellectual Freedom Manual*
Available from ALA editions, <http://alastore.ala.org/>
 - Libraries, the First Amendment, and Cyberspace: What You Need to Know* by Robert Peck
Available from ALA editions, <http://alastore.ala.org/>
- Present an orientation to the Internet. Include:
 - Filters and Filtering
<http://www.ala.org/alaorg/oif/filtersandfiltering.html>
 - What is the Internet?
 - How is it useful?
 - Explain your Internet use policy
 - Address Internet filters, what they are and how they work
- Update the Board regularly with local and national news clippings, include Internet success stories, pending legislation, court cases, etc.
- Distribute information on educational programs
- Encourage personal/institutional membership in ALA and the Freedom to Read Foundation
- Provide subscription to *The Newsletter on Intellectual Freedom* for the Board
http://www.ala.org/alaorg/oif/nif_inf.html
- Supply suggested reading lists on intellectual freedom issues from professional journals and books (e.g., *Libraries, Access, and Intellectual Freedom* by Barbara M. Jones; *Libraries, The First Amendment and Cyberspace*, by Robert S. Peck; *Protecting the Right to Read* by Ann K. Symons and Charles Harmon; bibliographies found in the Newsletter on Intellectual Freedom)

B. Friends of the Library

- Prepare an orientation on intellectual freedom issues in libraries:
 - Overview of the role of libraries in democracy
American Library Basics
<http://www.ala.org/alaorg/oif/americanlibrarybasics.html>
 - Highlight basic First Amendment principles
Intellectual Freedom Q & A
<http://www.ala.org/alaorg/oif/intellectualfreedomandcensorship.html>
 - Explain the role of Friends vs. the role of the Board
- Distribute copies of key intellectual freedom documents:
 - The Library Bill of Rights*
<http://www.ala.org/work/freedom/lbr.html>
 - Intellectual Freedom and Censorship Q & A
<http://www.ala.org/alaorg/oif/intellectualfreedomandcensorship.html>
 - Provide bibliographies of suggested reading on intellectual freedom
Books on the Internet and Intellectual Freedom
<http://www.ala.org/alaorg/oif/internetbooks.html>
Newsletter on Intellectual Freedom
http://www.ala.org/alaorg/oif/nif_inf.html
 - Prepare orientation to the Internet for Friends officers
Filters and Filtering
<http://www.ala.org/alaorg/oif/filtersandfiltering.html>
 - What is the Internet?
 - How is it useful?
 - Explain your Internet use policy
 - Address Internet filters, what they are and how they work
- Demonstrate the value of the Internet at Friends events
- Provide updates on local news of interest, include Internet successes and relevant legislation

C. Elected/Appointed Officials and their Staffs/Administration of Academic Institutions and their Staffs

- Provide Internet demonstrations, tailor examples to information that is relevant to their jobs and responsibilities
- Build relationships by offering to train staff on topics of expertise (e.g., how to conduct a reference interview—and discover what your clients really want!)
- Orient to legal issues pertaining to intellectual freedom, include national and local laws, and relevant legislation
<http://www.ala.org/alaorg/oif/first.html>
- Provide legal updates on intellectual freedom cases in other jurisdictions
<http://www.freedomforum.org/>
- Encourage institutional memberships in ALA, FTRF, state and regional library associations
- Offer library support for their information needs
- Prepare and distribute packets of library statistics that demonstrate the value of the library to the community (e.g., patrons per day, Internet sessions per day, reference counts, etc.)

D. Local Media

- Offer library support for information needs
- Invite to Friends orientation sessions/Internet demonstrations
- Provide updates on intellectual freedom legal issues
- Provide updates on local events, role of library in community
- Submit op-ed pieces
<http://w3.trib.com/FACT/1st.oped.html>
- Invite to open houses/library tours

E. Local Citizen Groups and Potential Allies (e.g., ministerial associations, civic groups, ACLU, local educators, university professors, service clubs)

- Offer library support for information needs
- Invite to Friends orientation sessions/Internet demonstrations
- Offer to be or provide a speaker for club meetings
- Update on local intellectual freedom issues, including Internet successes and pending legislation
- Recruit potential members of the Board of Trustees of Friends Board from these groups

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