55.1

August 1992

AMERICAN LIBRARY ASSOCIATION STANDARDS AND GUIDELINES*

Note: This list includes documents entitled "standards" and "guidelines" as well as other documents of a similar nature entitled "statements," "rules," and "criteria." The intent is to include documents prepared and endorsed by ALA units for the purpose of helping others improve library service.

ACADEMIC LIBRARIES

See COLLEGES AND UNIVERSITIES

ACCESS

"AASL Statement on Confidentiality of Library Records." American Association of School Librarians. From *Information Power: Guidelines for School Library Media Programs*, Chicago: ALA, 1988. 1 p. AASL.

"Access Policy Guidelines." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, Nov. 1975. 2 pp. $1.00. ACRL.

"Guidelines for the Preparation of Policies on Library Access." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, June 1990. 6 pp. $1.00. ACRL.

ACCREDITATION

"Standards for Accreditation of Master's Programs in Library and Information Studies." Adopted by the Council of the American Library Association, 1992. ALA Committee on Accreditation. OA.

AGING, SERVICES TO

"Guidelines for Library Service to Older Adults." Reference and Adult Services Division. Reprinted from *RQ*, Summer 1987. 4 pp. $1.00. ISBN 0-8389-07181-4. RASD.

ARCHIVES

See RARE BOOKS, MANUSCRIPTS, AND ARCHIVES

*Where no price is given, a single copy may be obtained from issuing unit on request by including a self-addressed mailing label and 50 cents postage.

AUDIOVISUAL MATERIALS

"Guidelines for Audiovisual Services in Academic Libraries." Association of College and Research Libraries. Reprinted from *College and Research Libraries News*, Oct. 1987. 4 pp. $1.00. ACRL.

BIBLIOGRAPHIC CONTROL

ALA Filing Rules. Resources and Technical Services Division, Filing Committee, 1980. 50 pp. $10.00. ISBN 0-8389-3255-X. Order Dept.

ALA Rules for Filing Catalog Cards, 2nd ed., abridged. Pauline A. Seely, ed. Resources and Technical Services Division, 1968. 104 pp. $10.00. ISBN 0-8389-0001-1. Order Dept.

Anglo-American Cataloguing Rules, 2nd ed. Michael Gorman and Paul W. Winkler for the Joint Steering Committee for Revision of AACR. Resources and Technical Services Division. Revised 1988. 677 pp. Paperback: $27.50, ISBN 0-8389-3360-2. Hardcover: $37.50, ISBN 0-8389-3346-7. Ring-binder: $48.00, ISBN 0-8389-3361-0. Order Dept.

"Guidelines for a Database Search Guide." Reference and Adult Services Division. *RQ*, Summer 1987. RASD.

"Guidelines for Cataloging Microform Sets." Association for Library Collections & Technical Services, 1989. 1 p. Headquarters Library.

"Guidelines for Standardized Cataloging of Children's Materials." Resources and Technical Services Division, 1982 (rev. 1983). Reprinted in *Cataloging Correctly for Kids: An Introduction to the Tools*. Rev. ed. by Sharon Zuiderveld. ALA, 1991. Headquarters Library.

"Guidelines for the Preparation of a Bibliography." Revised 1992. Reference and Adult Services Division. To be published in *RQ*. 1992. RASD.

"Guidelines for the Subject Analysis of Audiovisual Materials." Association for Library Collections & Technical Services, 1992. 3 pp. Headquarters Library.

"Guidelines on Subject Access to Individual Works of Fiction, Drama, etc." Association for Library Collections & Technical Services, 1990. 40 pp. $8.00. ISBN 0-8389-3386-6. Order Dept.

"Guidelines on Subject Access to Microcomputer Software." Resources and Technical Services Division, 1986. 27 pp. $6.00 ISBN 0-8389-0452-1. Order Dept.

BIBLIOGRAPHIC INSTRUCTION

"Model Statement of Objectives for Academic Bibliographic Instruction." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, May 1987. 6 pp. $1.00. ACRL.

BLIND AND PHYSICALLY HANDICAPPED

Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped. Association of Specialized and Cooperative Library Agencies, 1984. 55 pp. $6.50. ISBN 0-8389-3306-8. Order Dept.

CHILDREN'S SERVICES

"Competencies for Librarians Serving Children in Public Libraries." Association for Library Service to Children. *Journal of Youth Services in Libraries*, Spring 1989. Pamphlet. $2.00. ALSC.

"Output Measures for Public Library Service to Children: A Manual of Standardized Procedures." Part of the Public Library Development Program. By Virginia Walter. (Not a standard or guideline, but allied to public library standards development.) 1992. 129 pp. $20. ISBN 0-8389-3404-8. Order Dept.

COLLECTION MANAGEMENT AND DEVELOPMENT

Guide for Writing a Bibliographer's Manual. Resources and Technical Services Division, 1987. Collection Management & Development Guides, No. 1. 32 pp. $7.00. ISBN 0-8389-3343-2. Order Dept.

Guide for Written Collection Policy Statements. Resources and Technical Services Division, 1989. Collection Management & Development Guides, No. 3. 32 pp. $7.00. ISBN 0-8389-3371-8. Order Dept.

Guide to Budget Allocation for Information Resources. Edward Shreeves, ed. Association for Library Collections & Technical Services, 1991. Collection Management & Development Guides, No. 4. 23 pp. $7.00. ISBN 0-8389-3397-1. Order Dept.

Guide to Performance Evaluation of Library Materials Vendors. Resources and Technical Services Division, 1989. Acquisition Guidelines, No. 5. 24 pp. $6.00. ISBN 0-8389-3369-6. Order Dept.

Guide to Review of Library Collections: Preservation, Storage, and Withdrawal. Lenore Clark, ed. Association for Library Collections & Technical Services, 1991. 41 pp. $7.00. ISBN 0-8389-3396-3. Order Dept.

Guide to the Evaluation of Library Collections. Barbara Lockett, ed. Resources and Technical Services Division, 1989. Collection Management & Development Guides, No. 2. 25 pp. $7.00. ISBN 0-8389-3370-X. Order Dept.

"Guidelines for Developing Beginning Genealogical Collections and Services." Reference and Adult Services Division. 1992. To be published in *RQ*.

"Guidelines for Liaison Work." Reference and Adult Services Division. 1992. To be published in *RQ*.

COLLECTION MANAGEMENT AND DEVELOPMENT (continued)

"Guidelines for Preservation, Conservation, and Restoration of Local History and Local Genealogical Materials." Reference and Adult Services Division. 1992. To be published in *RQ*.

COLLEGES AND UNIVERSITIES

"Guidelines for Branch Libraries in Colleges and Universities." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, Oct. 1975. 3 pp. $1.00. ACRL.

"Guidelines for Extended Campus Library Services." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, April 1990. 3 pp. $1.00. ACRL.

"Mission of an Undergraduate Library: Model Statement." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, Oct. 1987. 3 pp. $1.00. ACRL.

"Standards for College Libraries." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, Mar. 1986. 12 pp. ACRL.

"Standards for University Libraries and Evaluation of Performance." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, Sept. 1989. 13 pp. ACRL.

COMMUNITY AND JUNIOR COLLEGES

"Standards for Community, Junior, and Technical College Learning Resources Programs." Association of College and Research Libraries/Association for Educational Communications and Technology. Reprinted from *College & Research Libraries News*, Sept. 1990. 11 pp. ACRL.

COOPERATIVE LIBRARY SYSTEMS

See NETWORKS OF LIBRARIES

CORRECTIONAL INSTITUTIONS

Library Standards for Adult Correctional Institutions. Association of Specialized and Cooperative Library Agencies. Standards Review Committee. Library Standards for Adult Correctional Institutions adhoc subcommittee. 1992. 4 pp. $15.00. Order Dept.

Library Standards for Jails and Detention Facilities. Association of Specialized and Cooperative Library Agencies. 1981. 8 pp. $1.50. ISBN 0-8389-5598-3. Order Dept.

EDITING AND PUBLISHING

"Guidelines for Authors, Editors, and Publishers of Literature in the Library and Information Field." Adopted by ALA Council, June 1983. CD #38 (1982-83). Headquarters Library.

"Guidelines for Editors of Historical and Genealogical Bulletins and Family Newsletters." Reference and Adult Services Division. Reprinted from *RQ*, Winter 1986. 2 pp. $1.00. ISBN 0-8389-7182-2. RASD.

"Guidelines for Reprinting or Republishing Books of Historical Interest." Reference and Adult Services Division. *RQ*, Fall 1984. RASD.

"Guidelines for the Preparation of a Bibliography." Revised 1992. Reference and Adult Services Division. To be published in *RQ*. 1992. RASD.

EDUCATION FOR LIBRARY SERVICE

"Criteria for Programs to Prepare Library Media Technical Assistants." Adopted by the Library Education Division, ALA, 1971. Rev. edition adopted by ALA Council, June 1979. Standing Committee on Library Education.

"Guidelines for Practice and Principles in the Design, Operation, and Evaluation of Standard Field Experiences in Library and Information Science." Adopted by ALA Council, June 1984. 7 pp. Standing Committee on Library Education.

"Guidelines for Quality in Continuing Education for Information, Library, and Media Personnel." Adopted by ALA Council, January 1988. 21 pp. Standing Committee on Library Education.

"Library Education and Personnel Utilization: A Statement of Policy." Office for Library Personnel Resources. Adopted by ALA Council, June 30, 1970. Revised 1976. 8 pp. ISBN 0-8389-5482-0. OLPR.

"Position Statement on Preparation of School Library Media Specialists." American Association of School Librarians. From *Information Power: Guidelines for School Library Media Programs*, Chicago: 1988. 1 p. AASL.

"Standards for Accreditation of Master's Programs in Library and Information Studies." Adopted by the Council of the American Library Association, 1992. ALA Committee on Accreditation. OA.

"Statement on History in Education for Library and Information Science." Library History Round Table, 1989. 1 p. LHRT.

"Statement on the Terminal Professional Degree for Academic Librarians." Association of College and Research Libraries, 1975. 1 p. $1.00. ACRL.

ETHNIC GROUPS

"Guidelines for Multilingual Materials Collection and Development and Library Services." Reference and Adult Services Division. Reprinted from *RQ*, Winter 1990. 4 pp. $1.00. ISBN 0-8389-7527-5. RASD.

"Guidelines for Library Services to Hispanics." Reprinted from *RQ*, Summer 1988. 5 pp. $1.00. RASD.

HANDICAPPED

See BLIND AND PHYSICALLY HANDICAPPED
See INSTITUTIONAL LIBRARY SERVICES

INFORMATION SERVICES

"Guidelines for a Database Search Guide." Reference and Adult Services Division. *RQ*, Summer 1987. RASD.

"Guidelines for Developing Beginning Genealogical Collections and Services." Reference and Adult Services Division. 1992. To be published in *RQ*.

Guidelines for Establishing Community Information and Referral Services in Public Libraries, 3rd edition. Public Library Association, 1989. 25 pp. $15, $13 (ALA members), $10 (PLA members). ISBN 0-8389-7365-5. Order Dept.

"Guidelines for Medical, Legal, and Business Responses at a General Reference Desk." Reference and Adult Services Division. Reprinted from *RQ*, Summer 1992. RASD.

"Guidelines for Use of the Information Request Form." Reference and Adult Services Division. Reprinted from *RQ*, Summer 1988. 2 pp. $1.00. ISBN 0-8389-7270-5. RASD.

"Information Services for Information Consumers: Guidelines for Providers." Reference and Adult Services Division. Supersedes the 1976 and 1979 statement entitled "A Commitment to Information Services: Developmental Guidelines." Reprinted from *RQ*, Winter 1990. 4 pp. $1.00. ISBN 0-8389-7525-9. RASD.

INSTITUTIONAL LIBRARY SERVICES

See also CORRECTIONAL INSTITUTIONS

"Standards and Guidelines for Client Library Services in Residential Mental Health Facilities." Association of Specialized and Cooperative Library Agencies, 1987. 29 pp. $10.00. ISBN 0-8389-7137-7. ASCLA.

"Standards for Libraries at Institutions for the Mentally Retarded." Association of Specialized and Cooperative Library Agencies, 1981. 32 pp. $5.00. ASCLA member 10% discounted price, $4.50. ISBN 0-8389-6460-5. ASCLA.

INTERLIBRARY LOAN

"Guidelines and Procedures for Telefacsimile Transmission of Interlibrary Loan Requests." Reference and Adult Services Division. Reprinted from *RQ*, Winter 1990. 2 pp. $1.00. ISBN 0-8389-7526-7. RASD.

"Guidelines for Packing and Shipping Microforms." Association for Library Collections & Technical Services, 1989. 1 p. Headquarters Library.

LIBRARY TECHNOLOGY PROGRAM

See TECHNICAL STANDARDS AND SPECIFICATIONS

MANUSCRIPTS

See RARE BOOKS, MANUSCRIPTS, AND ARCHIVES

NETWORKS OF LIBRARIES

"Standards for Cooperative Multitype Library Organizations." Association for Specialized and Cooperative Library Agencies, 1990. 15 pp. $10, $8 (ASCLA members). ISBN 0-8389-7399-X. ASCLA.

PERSONNEL ISSUES

"Guidelines and Procedures for the Screening and Appointment of Academic Librarians." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, Sept. 1977. 4 pp. $1.00. ACRL.

"Guidelines for Academic Status for College and University Libraries." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, March 1990. 2 pp. $1.00. ACRL.

"Guidelines for Liaison Work." Reference and Adult Services Division. 1992. To be published in *RQ*.

"Guidelines for Library Affirmative Action Plans." Office for Library Personnel Resources. 1976. OLPR.

"Joint Statement on Faculty Status of College and University Librarians." Association of College and Research Libraries/American Association of University Professors/Association of American Colleges. Reprinted from *College & Research Libraries News*, Feb. 1974. 1 p. $1.00. ACRL.

"Library Education and Personnel Utilization: A Statement of Policy." Office for Library Personnel Resources. Adopted by ALA Council, June 30, 1970. Revised 1976. 8 pp. ISBN 0-8389-5482-0. OLPR.

PERSONNEL ISSUES (continued)

"The Master's Degree for Library and Information Professionals." Office for Library and Personnel Resources. Adopted by ALA Council, July 1992. 3pp. OLPR.

"Model Statement of Criteria and Procedures for Appointment, Promotion in Academic Rank, and Tenure for College and University Librarians." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, May 1987. 8 pp. $1.00. ACRL.

"Position Statement on Appropriate Staffing for School Library Media Centers." American Association of School Librarians. From *Information Power: Guidelines for School Library Media Programs*, Chicago: 1988. 1 p. AASL.

"Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Libraries." Reprinted from *College & Research Libraries News*, Mar. 1987. 2 pp. $1.00. ACRL.

"Standards for Faculty Status for College and University Librarians." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, May 1992. 2 pp. $1.00. ACRL.

"Statement on Collective Bargaining." Association of College and Research Libraries, 1975. 1 p. $1.00. ACRL.

"Statement on the Terminal Professional Degree for Academic Librarians." Association of College and Research Libraries, 1975. 1 p. $1.00. ACRL.

PHYSICALLY HANDICAPPED

See BLIND AND PHYSICALLY HANDICAPPED

PLANNING

"Mission of an Undergraduate Library: Model Statement." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, Oct. 1987. 3 pp. $1.00. ACRL.

Planning and Role Setting for Public Libraries. Prepared for the Public Library Development Project by Charles R. McClure, Amy Owen, Douglas L. Zweizig, Mary Jo Lynch, and Nancy A. Van House. (Not a standard or guideline, but allied to public library standards development.) 1987. 117 pp. $18.00. ISBN 0-8389-3341-6. Order Dept.

Planning Guide for Information Power: Guidelines for School Library Media Programs. American Association of School Librarians, 1988. 40 pp. $7.00. ISBN 0-8389-7255-1. Order Dept.

PRESERVATION

"ALA Preservation Policy." Adopted by ALA Council, June 1991. Headquarters Library.

"Guidelines for Preservation, Conservation, and Restoration of Local History and Local Genealogical Materials." Reference and Adult Services Division. 1992. To be published in *RQ*.

"Guidelines for Preservation Photocopying of Replacement Pages." Association for Library Collections & Technical Services, 1990. 3 pp. Headquarters Library.

PUBLIC LIBRARIES

See also PLANNING

Output Measures for Public Libraries: A Manual of Standardized Procedures, 2nd edition. Prepared for the Public Library Development Project by Nancy A. Van House, Mary Jo Lynch, Charles R. McClure, Douglas L. Zweizig, and Eleanor Jo Rodger. (Not a standard or guideline, but allied to public library standards development.) 1987. 99 pp. $18.00. ISBN 0-8389-3340-8. Order Dept.

"Output Measures for Public Library Service to Children: A Manual of Standardized Procedures." Part of the Public Library Development Program. By Virginia Walter. (Not a standard or guideline, but allied to public library standards development.) 1992. 129 pp. $20. ISBN 0-8389-3404-8. Order Dept.

PUBLISHING

See EDITING AND PUBLISHING

RARE BOOKS, MANUSCRIPTS, AND ARCHIVES

"Guidelines for Borrowing Special Collections Materials for Exhibition." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, May 1990. 5 pp. $1.00. ACRL.

"Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections." Association of College and Research Libraries. Reprinted from *College & Research Libraries News*, March 1990. 3 pp. $1.00. ACRL.

"Guidelines on the Selection of General Collection Materials for Transfer to Special Collections." Association of College and Research Libraries. Reprinted from *College & Research Library News*, Sept. 1987. 4 pp. $1.00. ACRL.

"Guidelines Regarding Thefts in Libraries." Association of College and Research Libraries. Reprinted from *College & Research Library News*, March 1988. 4 pp. $1.00. ACRL.

RARE BOOKS, MANUSCRIPTS, AND ARCHIVES (continued)

"Preparation of Archival Copies of Theses and Dissertations." Resources and Technical Services Division. 1984. 24 pp. $6.00. ISBN 0-8389-0449-1. Order Dept.

"Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Libraries." Reprinted from *College & Research Libraries News*, Mar. 1987. 2 pp. $1.00. ACRL.

REFERENCE SERVICES

See INFORMATION SERVICES

SCHOOL LIBRARY MEDIA CENTERS

Information Power: Guidelines for School Library Media Programs. Prepared jointly by the American Association of School Librarians and the Association for Educational Communications and Technology, 1988. 172 pp. $14.00. ISBN 0-8389-3352-1. Order Dept.

"Position Statement on Flexible Scheduling." American Association of School Librarians. June 1991. 1 p. Single copy free with self addressed envelope. AASL.

"Sample Statement on the Role of the School Library Media Program." American Association of School Librarians. October 1990. 1 p. Single copy free with self addressed envelope. AASL.

STATE LIBRARY SERVICES

Standards for Library Functions at the State Level, 3rd edition. Association of Specialized and Cooperative Library Agencies, 1985. 44 pp. $6.75. ISBN 0-8389-3317-3. Order Dept.

STATISTICS

Statistics for Managing Library Acquisitions. By Eileen D. Hardy. RTSD. 1989. Acquisitions Guidelines, No. 6. $7.00. ISBN 0-8389-3374-2. Order Dept.

YOUNG ADULT SERVICES

"Young Adults Deserve the Best: Competencies for Librarians Serving Youth." Revised ed. 1991. 4 pp. Single copies free. 25 copies/$10.00. Young Adult Library Services Association (YALSA).

End of Section

At the 2010 ALA Midwinter Meeting, upon recommendation by the Council Policy Monitoring Committee, 2009-2010 ALA CD#17, Item #6, the ALA Council voted to delete current text of Policy 55.2 and INSERT the following:

55.2 Adoption of Standards of ALA Units
Standards adopted by ALA units other than divisions and by the Committee on Accreditation become ALA policy only when adopted by Council. Standards adopted by divisions in accordance with Article VI, Section 3 need not be approved by Council.

NOTE TO READER: The following was taken from the Policy Monitoring Committee Report, 2009-2010 ALA CD#17, Item #6: Adoption of Standards of ALA Units.

"Policy 55.2 states that "Standards adopted by ALA units other than divisions as provided in the Constitution and Bylaws become ALA policy only when adopted by Council." It has been observed that the Committee on Accreditation (COA) traditionally brings its standards to Council for vote. Yet COA is not a "unit." PMC assumes that Council wishes COA to continue to bring its standards for Council approval.

According to Policy 6.5, a "unit" is a membership group, and committees, subcommittees and other appointed entities are excluded from the definition. COA is an appointed body, and is thus excluded from the definition of a "unit." PMC noted that COA is an appointed committee that operates under the aegis of an Office, rather than being appointed out of a membership body. After examining other such committees, PMC concluded that COA's relationship to its "host" Office, and its type of mission are unique, so that a simple revision to policy to cover COA would be sufficient.

An attempt to make this revision while maintaining comprehensibility revealed that it is not clear to what the phrase "as provided in the Constitution and Bylaws" refers. Because the phrase does not add force or information to the policy, it is being deleted."

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55.2

Standards Manual

Committee on Standards
American Library Association

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6. EXAMPLES OF ALA STANDARDS

*These sections of the Manual were adopted by the ALA Council at the 1982 Annual Conference in Philadelphia.

FOREWORD

The ALA Committee on Standards is responsible for assisting ALA to improve and make consistent its procedures for developing and promulgating meaningful professional standards. The development of standards should act as a powerful force for upgrading library services, resources, and facilities--the ultimate goal of the Association and this committee. For this purpose, the committee shall: (1) develop an ALA policy statement and procedure manual for the preparation of all standards issued by ALA and its component units, thus insuring coordination of format and correlation of content of ALA standards; (2) review and approve proposed standards for consistency with ALA policies and distinguish such standards from guidelines before adoption by the originating units; (3) review and approve the existing standards on a periodic basis for continued relevance to the state of library development; (4) determine the need for new standards and recommend action to the appropriate units; (5) coordinate the activities of committees on standards in the various units; (6) gather all standards published by ALA and other national and international library organizations; (7) gather from nonlibrary organizations and agencies international, national, regional, and state standards applicable to librarianship or the development of standards; and (8) maintain information on the currency of all ALA standards and standards activities.

ALA COMMITTEE ON STANDARDS

Jasper G. Schad, Chairperson
Ruth R. Frame, Staff Liaison

Thomas L. Hart	Fred Peterson
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Jan. 1983

ALA STANDARDS MANUAL
Committee on Standards
AMERICAN LIBRARY ASSOCIATION

1. Purpose of Standards

Virtually every action we take is influenced to some degree by standards. We awake to a standard time, climb out of a bed built to a standard size, dress in clothes made to a series of standards, drive to work in an automobile made of thousands of standard parts, enter an office through standard-sized doors, walk on standardized floor material, and reach a standard-sized desk and chair.[1] The illustration could obviously be carried on throughout the working day. Even such trivial activities as changing a light bulb or the film in a camera are possible only because of standards. We take this subtle regimentation in stride, and to some extent for granted, because of the enormous amounts of time, energy, and money saved. To illustrate how enormous these amounts are, it has been estimated that differences in the design of screw threads between American and British practice added at least a hundred million pounds to the cost of World War II.

Standards, then, make it possible for all of us to have a richer and more abundant life, and to accomplish desirable social goals at a reasonable cost. Because of their obvious value, virtually every professional, commercial, governmental or educational enterprise uses standards in some way. Books in Print, for example, lists hundreds of

[1]The examples are taken from Jerold Orne, "Current Approaches to Standards in Information Science and Library Problem Areas," California Librarian, v. 29, no. 4 (October 1968), p. 256.

titles having to do with standards ranging from "aircraft" to "youth agencies."

2. Types of Standards

Most of the standards developed by industry are for products, or categories of products. In addition to these standards, there are also standards for various types of activity or performance, all intended to measure adequacy or value, or to establish a norm. The definition of an ALA standard is given in 5.4 (2).

In the library world, there are standards for types of libraries, for types of library activity, for various sizes of libraries, for various types of library users, and for a wide range of other categories. In general, however, four types of standards are relevant to libraries:

2.1 Service or Performance Standards. Service standards define a level of excellence or adequacy in performance of library service, typically for a certain type of library or library user. Well-known examples are Standards for College Libraries, and Standards for University Libraries.

2.2 Technical Standards. Technical standards in library work are similar to industrial standards, and typically provide a measure of excellence or adequacy for a product or thing. Familiar examples of the broad range of technical standards are: ANSI Z39.2, American National Standard for Bibliographic Information Interchange on Magnetic Tape, which is the basis for the MARC formats; ANSI Z39.9, American National Standard for International Standard Serial Number, the basis for U.S. use of the ISSN; and ANSI Z85.1, American National Standard for

Permanent and Durable Library Catalog Cards.

2.3 Procedural Standards. Procedural standards describe an acceptable or agreed-upon method of accomplishing a particular type of library activity or task. Familiar examples are the Anglo-American Cataloguing Rules, and Interlibrary Loan Codes.

2.4 Educational Standards. These standards describe requirements for acceptable library education programs. An example is the standards for accreditation.

3. Sources of Standards

3.1 ALA. The American Library Association produces a wide range of standards and guidelines, primarily in the service and procedural categories. Some examples are:

Library Standards for Adult Correctional Institutions, 1981
Guidelines for Library Services to an Aging Population, 1975
Guidelines for the Subject Analysis of Audiovisual Materials, 1978
Standards for Accreditation, 1972
Standards for University Libraries, 1979.

3.2 ANSI. The American National Standards Institute also prepares and publishes a wide variety of standards, mostly technical in nature. ALA participates in this activity as a member of the Institute. Standards pertaining to libraries, information science, and related publishing practices are developed by a committee of the Institute, called the American National Standards Committee Z39. In adddition to the ALA, the Medical Library Association,

the Special Libraries Association, the American Association of Law Libraries, and some sixty other library-related organizations are represented on Committee Z39. The Institute itself acts as the national clearinghouse for all voluntary standards agencies in the United States. Some examples of currently available standards are:

Periodicals: Format and Arrangement
Book Spine Formats
Advertising of Micropublications
Library Statistics
Bibliographic References
Technical Report Number
Romanization of Hebrew
System for the Romanization of Slavic Cyrillic Characters
Bibliographic Information Interchange on Magnetic Tape.

Standards are available for sale from the American National Standards Institute, Inc., 1430 Broadway, New York, New York 10018. Additional information about technical standards for library and information science and related publishing practices is available from American National Standards Committee Z39, Administration Building, E106, National Bureau of Standards, Washington, DC 20234.

3.3 ISO. Many standards have implications beyond the United States. To facilitate the international use of standards, the American National Standards Institute and its Committee Z39 participate in the work of the International Organization for Standardization (ISO), which is engaged in the preparation of international standards. Many ISO standards have been adapted from Z39 standards. Some examples of ISO standards are:

International System for Transliteration to Cyrillic Characters
International Code for the Abbreviation of Titles of Periodicals
Bibliographic References, Essential and Supplementary Elements.

Further information on ISO standards and activities is available from the International Organization of Standardization, 1 r. deVarembe', Case postale 56, 1211, Geneva 20, Switzerland. ISO standards are sold in the United States by the American National Standards Institute, Inc., 1430 Broadway, New York, New York 10018.

3.4 Other. Other organizations also produce standards that are used in the library field. The National Micrographics Association, for example, produces a number of technical standards having to do with the production and use of microforms. Some examples are:

Format and Coding for Computer Output Microfilm
Microfilm Package Labeling
Microfiche of Documents.

Further information on NMA Standards is available from the National Micrographics Association, 8719 Colesville Road, Silver Spring, Maryland 20910.

4. How Standards Come Into Being*

Each of the organizations mentioned above has

*See also Library Trends, vol. 31, no. 1 and no. 2. Setting Standards for Libraries, papers presented 6/21/81, ALA.

its own procedures for developing standards. However, there are certain general, preliminary steps that are normally taken in any standards organization before work can begin.

4.1 Identification of Needs. First and most obviously, there must be a need for development of a new standard. This need may be expressed by the membership of the organization, or a committee of the organization may be charged with identifying such needs. It is important at this first step to make sure that the need is well-defined; that there is broad agreement on the need; and that those who will work on developing the standards have a background that assures understanding of the need.

4.2 Research and Data-Gathering. The next step in the development of a new standard is normally an extensive effort aimed at gathering the necessary background information. The committee or individuals charged with the task of developing the standards must examine other related and existing standards; search the literature for information on the subject; and gather pertinent data on all aspects of the matter. For example, if a standard for a particular type of library has been proposed, the committee will want to investigate the past history of standards efforts for such libraries; look at examples of related standards; and gather a considerable body of data on such libraries, in order to understand the milieu and the range of possibilities within which the standard will be framed.

4.3 Consultation with Affected Parties. In the United States, most standards are voluntary. This means that those who will use the standards must agree, at least in general,

that the standards are reasonable and beneficial. To increase the chances of achieving such a consensus, it is necessary for the committee to consult widely with those who will be affected if the standard is adopted. This may involve people who are affected in a variety of ways. If the proposed standard is for a particular type of equipment, for example, the committee will want to consult with manufacturers, librarians who will buy such products, and library users who will use them.

4.4 Determination of Scope and Format. Once the above steps have been completed, it is time to define the intended standard more precisely. What will be the scope of the standard? For example, will it cover libraries of all sizes, or only a particular size segment? If the standard is for a product--for example, a microfiche--will it cover microfiche of all types, or only one type? As a general rule, it is best to define the scope as narrowly as possible to aid in definition, to help insure commonality, and to promote consensus.

General decisions about format can also be made at this stage. Based on the research and consultation that has already taken place, is a standard really needed, or is the real need for more general guidelines? Will the standard be partly or wholly quantitative? Will precise numbers be used or ranges? Other questions of format and design will suggest themselves at this stage.

Once the above four steps have been taken, committees or individuals developing standards are ready to follow the detailed procedures set forth by their parent organizations.

5. Procedures for Developing ALA Standards

5.1 Authority of Division to Develop Standards. All ALA divisions have the authority to develop and adopt technical standards, as defined on page 2. All divisions may also develop or assist in the development of other types of standards; only type-of-library divisions, however, may adopt or approve non-technical standards as official ALA standards.

5.2 Consultation with Interested and Affected Parties. All ALA divisions or units engaged in the development of standards should assure that other interested divisions or units are given an opportunity to participate in such development, and to comment on successive drafts. The membership of committees formed to prepare standards shall include representatives from all interested and affected divisions.

5.3 Liaison with the Committee on Standards. All ALA units engaged in the development of standards or guidelines should work closely with the Committee on Standards. The procedures listed below should be followed.

(1) Any group constituted to develop or revise standards or guidelines should inform the ALA Headquarters staff liaison for the Committee on Standards of the group's charge.

(2) The group should send copies of its minutes to the Headquarters staff liaison.

(3) The group should request that a member of the Committee on Standards be made available to assist as necessary in matters of procedure, format and style.

(4) The group should transmit to the Committee on Standards successive drafts of standards or guidelines as they become available. The Committee on Standards will study the drafts, and discuss them with representatives of the group or with the entire group, as desired.

(5) On receipt of the final draft of a standard or guideline, the Committee on Standards will send a statement to the chair of the group indicating whether or not the Committee finds the standard or guidelines consistent with other policies and standards promulgated by ALA. If the Committee on Standards finds a final draft inconsistent with ALA policies or the procedures set forth in this handbook, a hearing will be held with the governing body of the unit originating the draft. If this hearing fails to resolve the matter, the Committee on Standards will transmit its findings to the ALA Council for review. As in all policy matters of the Association, the action of the Council will be final.

(6) A standard published by another organization may be adopted as an ALA Standard by a division after review by the Committee on Standards to determine if the proposed standard is consistent with ALA policies. If not, the procedure set forth in sub-paragraph (5), above, will be followed.

(7) If a unit develops a standard in cooperation with another organization, it may be necessary to adjust the procedures and time table for review to meet the criteria of the other organization. The Committee on Standards will cooperate in making such adjustments.

(8) Once a draft ALA Standard is approved, the unit issuing the standard should provide copies to the ALA Headquarters staff liaison for the Committee on Standards for incorporation in the official ALA collection, and for dissemination to other ALA units as appropriate.

(9) The Committee on Standards will review approved ALA Standards periodically for continued relevance, and recommend action as necessary to the appropriate unit.

5.4 Terminology. The American Library Association recognizes and distinguishes goals, standards, and guidelines, defined as follows:

(1) An ALA Goal is a statement of objectives approved by a unit of ALA, or by ALA itself, indicating the direction toward which a particular library service, activity, facility, or aspect of work should be developed. It should not be in conflict with other ALA Goals. Long-range Goals constitute broad statements of policy and philosophy that shall be used to determine statements of principle to be incorporated in ALA Standards. These goals should have the endorsement of the Association. Short-range Goals are statements of policy and philosophy that are more specific and more readily attainable than long-range goals.

(2) An ALA Standard is a rule or model of quantity, quality, extent, level or correctness, approved by a unit of ALA, approved by the ALA Standards Committee as consistent with ALA policies and the ALA definition of a standard, and

promulgated by the Association as a gauge by which the degree of attainment of official ALA Goals can be measured. An ALA Standard is intended as a criterion by which current judgments of value, quality, fitness and correctness are confirmed.

(3) An ALA Guideline is a suggested level of performance or adequacy, approved by a unit of ALA and by the ALA Standards Committee as consistent with existing ALA Standards. An ALA Guideline describes either procedures or measures that help libraries meet the requirements of an ALA Standard, but it does not have the force of an ALA Standard.

5.5 Content of ALA Standards and Guidelines. In addition to the text pertaining to the particular library and information service, activity, resource or material for which the standard is prepared, an ALA Standard must incorporate all of the following:

A statement of principle or principles

Detail as to the necessary elements of the standard

Reference to accepted definitions of terms

Where applicable, formulas, scales or specifications that can be applied with a high degree of ease and certainty.

5.5.1 An ALA Standard must also be consistent with ALA Goals.

5.5.2 An ALA Guideline should incorporate benchmarks or yardsticks by which a particular library and information service, resource or material may be judged.

5.6 Format of ALA Standards.

To insure that an ALA Standard is comprehensive and compatible with other ALA Standards, the following outline should be used.

5.6.1 Title Page. In addition to the title, the following information should appear on the title page:

The name of the unit that produced the standard

The date of approval of the current edition

If the standard has been revised, the words "Revised Edition" and (either on the title page or its verso) a list of all previous editions, with the dates of their publication

The date of publication and the name of the publisher (American Library Association).

5.6.2 Copyright Notice. All ALA Standards published by ALA will be copyrighted in the name of the American Library Association, and a copyright notice to this effect should appear on the verso of the title page.

5.6.3 Foreword. The foreword should include:

The history and status of the document, including the authority (i.e., the charge or statement) under which it was prepared

Acknowledgements and authorship of the document, including the names of the

committee members involved in developing the standard, and a recognition of the participation of any others who acted as consultants or advisers.

5.6.4 Table of Contents. If the document is eight pages or more, a table of contents should be included. The main headings and first subheading of each section should be listed with page numbers, and a list of any figures and tables should also be included.

5.6.5 Introduction. This should include discussion of the following:

The purpose or objectives of the document

The need which justifies development and promulgation of the standard

The scope of the standard

The audience or group to which the standard is directed

The methodology by which the standard was developed

Definition of the special terminology incorporated in the standard.

5.6.6 Body of the Standard (see 4.3).

5.6.7 Bibliography (optional).

5.6.8 Revision Section. If references to other ALA Standards appear in the document, a section should be included at the end of the standard entitled "Revision of ALA Standards Referred to in This Document."

The wording for this section should be as follows: "When the following Standards referred to in this document are superseded by a revision approved by the American Library Association, the revision shall apply." A list of all ALA Standards referred to in the document should follow, with complete titles and identification numbers.

5.6.9 Appendices. Appendices should be added to a standard only for purposes of clarification, illustration, and general information. The relation to the standard must be clearly set forth. Appendices should be within the scope of the project under which the standard was developed and promulgated, and they should not be inconsistent with the standard itself. The addition of an appendix should be approved by the unit which developed the standard.

5.6.10 Index. If the document is long and complex, an index should be included.

5.7 Style of ALA Standards. The following style notes are based on the American National Standards Institute's Manual of Style, and units producing technical standards should work directly from the manual. For service and procedural standards, other styles may be more suitable.

5.7.1 Numbering System. Standards documents usually consist of several distinct major sections, each of which may be further divided into sub-sections as the text requires. Sections and subsections should be numbered.

(1) Sections and subsections. The system for numbering sections of a

standards document is one that uses Arabic numerals in sequence; a subsection is designated by adding a period and number to the section number. This subsection, in turn, may be divided by a second period and a second number. The numbering system is not a decimal system; the period is used only to separate the numbers. Sections and subsections are numbered only when more than one is required. The terms section, subsection, and sub-subsection are not used in headings or references. Cross references usually are made by referring simply to the number. The number and section heading may both be used when referring to major section headings, for example: see 5.7.2, Definitions of Terms.

(2) Listing items. A list of items within a subsection should be in outline form, with the items numbered (1), (2), (3), etc. If further breakdown of the list is necessary, (a), (b), (c), etc., should be used. Only one such list should be contained in any one subsection, to avoid confusing references. Punctuation should be consistently omitted in lists of short items.

(3) Figures and tables. Figures and tables should be numbered consecutively in order of their occurrence in the text, and in separate series; for example, Fig. 1, Fig. 2, Fig. 3, and Table 1, Table 2, Table 3. A parenthetical reference need not govern the numbering or placement of a figure.

(4) Appendices. Appendices should be identified by means of consecutive letters,

and the numbering of the text should follow the form outlined above, using the identifying letter of the appendix as a means of reference. The first appendix of a standard should be Appendix A; the second appendix should be Appendix B. If only one appendix is included, it should be Appendix (no letter), but the appendix should be numbered using the prefix letter A.

Ex. A1. Future Consideration
A1.1 Standard size

When figures and table are included in appendices they should be identified by the identifying letter of the appendix, for example fig. A1 for the first figure in Appendix A., Fig. B1 for the first figure in Appendix B.

5.7.2 Definitions. Terms used with special meanings or that are unique in the field should be defined or a specific reference given. Definitions should be coordinated with those of other ALA standards.

A list of definitions should be in alphabetical order without section numbers. In a list of definitions, all terms should be lower case except where capitals are mandatory.

5.7.3 Special Word Usage.

(1) "Shall or should." In an ALA Standard, the word "shall" is to be understood as a requirement; the word "should" as a recommendation.

(2) "And/or." The term "and/or" should be avoided and the statement rewritten to clarify the meaning.

(3) Numbers. Numbers should be written as Arabic numerals, except at the beginning of sentences where they should be written as words.

(4) Spelling. Webster's Third New International Dictionary of the English Language, Unabridged, G. & C. Merriam Company, shall be used in preparing ALA standards.

(5) Hyphenation. Compound adjectives and compound nouns used as adjectives should be hyphenated.

Ex. 3-foot shelf
solid-state device

Webster's New International Dictionary shall be used as the source for breaking words at the end of a line.

5.7.4 Abbreviations, Acronyms, and Initials.

(1) Use in text. Abbreviations that are not in common use should be spelled out in parentheses following the first use of the abbreviation or should be given in a special list. Abbreviations of the names of ALA units should conform to the latest issue of the ALA Handbook of Organization. Acronyms and initials should conform to the list in the latest issue of the ALA Handbook of Organization.

(2) Periods in abbreviations. The period should be omitted in all abbreviations except where the abbreviation spells a word.

(3) Conventional signs. Conventional signs for abbreviations should not be used in the text. Thus, "per," not "/"; "lb.," not "#."

Where, because of space limitations, material in tables and similar places may not be arranged properly without such use of conventional signs, it may be necessary to employ them.

5.7.5 Notes and Footnotes.

(1) Notes. Explanatory statements may be used in the text for emphasis or for offering informative suggestions. Such statements should be set apart from the text and designated as notes. A note in the text or following a table or figure is a part of, and should follow, that paragraph, table, or figure to which it refers. References to notes should include the word "Note" instead of referring only to the number of the note.

(2) Footnotes. Footnotes may be included only for purposes of clarification and aid in the use of the standard or bibliographic reference. Footnotes in the text of the standard should be numbered consecutively using Arabic numerals. However, when the same footnote occurs frequently throughout the text, it may retain the number of the first reference for purposes of convenience.

Numbers or letters should be used to identify footnotes to tables unless confusion would result. In that case, use the following symbols:

5.7.6 Figures. Drawings, charts, and graphs may be used to explain, expand or summarize material in the text. Each drawing, chart or graph should be identified by a figure number and caption [see 5.7.1 (3)], and placed as near the first reference to it in the text as convenient. The title of the figure should come between the drawing and the text.

5.7.7 Tables. Each table should be identified by a number and a caption [see 5.7.1 (3)]. The format of a table should adhere to the following rules:

(1) Lines or rules in tables should be used to separate the table from the text and headings from the body of the table. Both vertical and horizontal rules should be avoided wherever spacing can effectively be used.

(2) Spacing should be used to break up the length of table by groupings of five or logical families of units.

(3) A 1-em dash should be used to indicate a vacant square.

(4) Footnotes should be indicated consecutively beginning with the title, proceeding through the column captions from left to right, and then moving down the line heading. The footnote itself should appear directly beneath the table and not at the foot of the page, unless the bottom of the table

coincides with the lower margin of the page. Notes should appear directly beneath the table.

(5) All tabular material should be as nearly centered in each column as the rules for alignment will permit. All numbers should be aligned on the decimal point and zeros placed before the decimal point in numbers less than unity. Decimal indications are preferred in tabular work unless common fractions are commonly used in the field.

(6) The first letter of every word in subcaptions should be capitalized.

(7) Reading columns (columns in which words appear) should be aligned on the left. Run-over lines should be indented under the line heading or subheading to which they apply. Grammatical parallelism should be maintained throughout the entries of a reading columnm. A concluding period should not be used unless the entry is more than one complete sentence.

(8) Breaking of tables. Tables should be organized to fit on a single page. When a table must carry over for more than one column or page, the complete heading should be repeated at the head of the successive columns or pages. The fact that the material is continued shall be indicated both at the bottom of the column from which the material is continued, and at the top of the column to which it is continued.

(9) Position in text. For easy reference, the table should be placed as near the first reference to it in the text as convenient. Every care should be taken to avoid having to turn a page to refer to the table.

(10) Abbreviations and letter symbols. Abbreviations and letter symbols should be used in headings wherever possible and may be used more freely in the body of the table than in text.

(11) Units of measure. Units of measure should be given in the title, if suitable, in the column headings, or in a note. The same unit of measure should be used throughout each column. Units of measure should be given in parentheses in column heading.

(12) Informal tables. A simple tabulation that can be set to fit in a single column maybe considered an informal table. No table number or caption is required for the tabulation.

Ex.

Population Served	Staff Required
Under 150,000	25
150,000-299,999	50
300,000-499,999	83

5.7.8 References.

5.7.8.1 ALA Standards. When references to other ALA Standards or parts of such documents are included, they should be specific and refer to the current approved edition with date and, when the reference is to a part of a standard, the section or paragraph number.

5.7.8.2 Publications other than ALA Standards. When mandatory references to publications of other organizations are included in ALA Standards, the reference should be in the text, should be specific, should give the name of the organization issuing the document, and should give the designation of the paragraph, section, or part referred to.

5.7.8.3 Bibliographical References. Bibliographical references may be included as footnotes in the text or in a special section. If published in a separate section, reference numbers are placed on the line in brackets at the point of reference in the text. A footnote to the first bracketed reference number should indicate the section in which the references appear. The following information should be included:

(1) References to articles in periodicals:
Last name of author
Initials
Title of article - initial word capitalized
Title of periodical - all caps
Volume number
Issue number or date of issue
First and last pages of article

(2) Reference to books:
Last name of author
Initials
Title of book
Place of publication
Name of publisher
Year of publication
Edition number - when appropriate
First and last pages of references

(3) References to commercial equipment. References to equipment should be generic and should not include trademarks or other proprietary designations. Where a sole source exists for essential equipment or materials, it is permissible to supply the name and address of the source in a footnote.

5.7.9 Headings. Headings of main sections (chapters) should be centered; the number and heading of the first sub-section should be on the margin; and sub-sections should be indented as indicated.

5.7.10 Page Numbers. Pages of the document should be numbered consecutively, with the title page considered as number 1.

5.7.11 Drafts. Preliminary drafts of standards prepared for distribution for criticism or trial use should be labeled "Draft," followed by the month and year of completion of the draft, on both the cover and the title page.

5.7.12 References and Source Material. The following references are recommended as guides on points of editorial style and usage:

ALA Handbook of Organization (current issue) "Abbreviations."

The Chicago Manual of Style. Chicago: University of Chicago Press, 13th ed., revised and expanded, 1982.

Webster's Third New International Dictionary of the English Language (Unabridged). Springfield: G. & C. Merriam Company.

American National Standards Institute Manual of Style. American National Standards Institute, Inc., 1430 Broadway, New York, New York 10018.

6. Examples of ALA Standards

To illustrate the application of the foregoing procedures, several examples of current ALA Standards are provided below. However, groups in the process of developing standards should realize that these are furnished only for the purpose of illustration, and the content of a new standard should be shaped by factors pertinent to that standard, not by an existing one.

Library Standards for Adult Correctional Institutions

Library Standards for Jails and Detention Facilities

Standards for Libraries at Institutions for the Mentally Retarded

Standards for University Librarians

Note: Technical standards in the field of library and information services are developed by committees of the National Information Standards Organization (NISO). NISO is accredited by the American National Standards Institute (ANSI) which acts as its publisher.

End of Section

55.3 Adoption of Guidelines

All ALA units may develop and adopt guidelines in their area of responsibility or interest.

End of Section

55.4 Standards of Accreditation in Library Education: Appeals Procedure

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 supplied to all programs participating in the accreditation process.

(*See* "Policy Reference File:" Executive Board Appeal Procedure)

Note to reader:
At the 2008 ALA Annual Conference, on recommendation by the Policy Monitoring Committee, the ALA Council voted to revise Policy 55.4, Standards of Accreditation in Library Education: Appeals Procedure, by replacing the final sentence, which read: "~~The details of the appeals procedure shall be adopted by the Executive Board as implementation of this policy, and the procedure shall be a part of the information supplied to institutions participating in the accreditation process~~." With the following sentence: "Details regarding the appeals procedure shall be supplied to all programs participating in the accreditation process." Revised policy as located above.

2008 ALA Annual Conference
Taken from PMC Report to Council.

60.5, Heading: CHANGE "Library Education" TO "Library and Information Studies Education"

60.5, line 2/3: CHANGE "graduate library and information science programs" TO "Graduate programs in library and information studies"

* **ACTION ITEM 2. Updating Policy 55.4**

In the process of examining policies for terminology, PMC noted the following wording as the last sentence of Policy 55.4, Standards of Accreditation in Library Education: Appeals Procedure: "The details of the appeals procedure shall be adopted by the Executive Board as implementation of this policy, and the procedure shall be a part of the information supplied to institutions participating in the accreditation process."

It has been determined that the appeals procedures were adopted by the Executive Board in January, 2003. Therefore,

PMC moves that the final sentence of 55.4 be deleted and replaced with: "Details regarding the appeals procedure shall be supplied to all programs participating in the accreditation process."

ACTION ITEM #3. Placement of revisions to the Code of Ethics (ALA Policy 40.2)

At Midwinter, 2008, Council approved several revisions to the ALA Code of Ethics. In the document passed by Council, the sections of the Code were numbered as "ARTICLE X, ARTICLE Y, etc.," while the Code itself uses the numbering "1) , 2), etc." PMC regards this difference as an editorial matter only, and has substituted the existing numbering system for the one used in the Council document. Otherwise, the changes put forth here are exactly as passed by Council.

PMC moves the following changes to Policy 40.2:

3): DELETE the current wording and REPLACE WITH: "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): DELETE the current wording and REPLACE WITH: "We respect intellectual property rights and advocate balance between the interests of information users and rights holders."

5): DELETE the current wording and REPLACE WITH: "We treat co-workers and other colleagues with respect, fairness, good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions."

ACTION ITEM #4. Revised guidelines for preparation of resolutions (ALA Policy 5.3)

ACCREDITATION APPEALS PROCESS GUIDELINES

OF THE

AMERICAN LIBRARY ASSOCIATION
50 East Huron Street
Chicago, Illinois 60611

OBJECTIVES

Accreditation by the American Library Association (ALA) of an institution's graduate program in library education can be denied only with justifiable cause. Failure of the institution to maintain a quality program of graduate library education as described in Standards for Accreditation, 1972 shall be considered cause. Accreditation cannot be refused unless the institution is given opportunity to appeal the decision of the ALA Committee on Accreditation (COA).

The Standards for Accreditation, 1972 by which an institution's graduate program in library education are evaluated are designed to be reasonable, non-discriminatory, relevant, and objective. While the ALA is obligated to grant accreditation to any program meeting the Standards for Accreditation, 1972, the Association is under a corresponding and equal obligation to deny accreditation to any program which does not meet the Standards. To grant accreditation to such a program would constitute a disservice:

First, to the public;

Second, to students who consider the "accreditation status" of a program in their evaluation of educational alternatives;

Third, to the accredited programs which have made the commitment in time, personnel, and resources to achieve accreditation;

designate its own Chair. In the process of considering an appeal, the Accreditation Officer of the COA shall provide information on accreditation policies and procedures to the Select Committee and Executive Board.

The Select Committee shall hold hearings and make such other inquiries as it deems necessary to conduct a full and detailed investigation. During this investigation, the Select Committee shall have full access to and shall consider all documents and papers relevant to the case. In addition, the Select Committee must obtain the testimony of the visiting team, members of the COA, the Accreditation Officer, and appropriate representatives of the school; it may also call any other witnesses whose testimony the Select Committee deems useful. Witnesses may present oral and written statements, as authorized by the Select Committee. The Select Committee shall not receive or consider statements pertaining to conditions which developed or came into being subsequent to the time of the site visit. The Select Committee shall present to the Executive Board a written report of its findings together with its recommendations. The Executive Board may confer with the Select Committee relative to its report.

Upon receipt of the report of the Select Committee, the Executive Board shall either (1) affirm the decision of the COA or (2) set aside the decision of the COA and remand the case to the COA with appropriate instructions for further proceedings and reconsideration. The Executive Board shall communicate its decision, and the reasons for that decision,in writing to the COA and to the institution. If the COA fails to act responsibly and responsively to a case remanded to it, the Executive Board may act in accordance with Article VIII, Section 8(c) of the Bylaws of the American Library Association.

The accreditation decision of the COA may not be made public until the time for any appeal is past or until any appeal is finally administratively determined by these procedures. The accredited status held by the appealing institution shall be continued until such time as the matter is finally resolved.

After the decision on the appeal is determined by the ALA Executive Board, the report of the Select Committee or a summary thereof may, but need not, be published as the ALA Executive Board may determine in its absolute discretion.

This document is intended to implement the appeals process established in the COA Manual of Procedures to aid parties to an accreditation appeal, and to assist the Select Committee charged with hearing the appeal and reporting to the ALA Exeuctive Board. If, in the course of an appeal, a dispute should arise as to the meaning of any provisions of this document or its consistency with the COA Manual, the dispute shall be decided by the

appeal shall be filed in the name of the institution and with its consent.

6. An institution may withdraw its appeal by notice in writing to the ALA Executive Director if the notice is received not less than fifteen (15) days prior to the date on which the appeal hearing has been scheduled by the Select Committee. Thereafter, the appeal may be withdrawn only with the consent of the Select Committee and on such terms and conditions as the Select Committee may determine in its absolute discretion.

7. The appeal is intended to advise the ALA Executive Board of the nature of the controversy and to be a comprehensive briefing of the issues involved. The institution may not enlarge the grounds, but may eliminate any of the grounds asserted in the written statement in any subsequent brief or in any oral argument held.

8. The appeal shall be disseminated by the ALA Executive Director to all members of the ALA Executive Board, to all members of the COA, to all members of the COA visiting team, and to such other persons as the ALA Executive Director determines have a "need to know" of the appeal, provided however, that no disclosure shall be made to the public by the ALA nor by the COA. The ALA shall use its best efforts to assure the confidentiality of the initial accreditation decision of COA and any appeal thereof. However, ALA does not assume any responsibility for unofficial or unauthorized disclosures.

II. Appointing the Select Committee

The Executive Board shall appoint a Select Committee of not fewer than five qualified persons to consider the appeal. Members of the Select Committee shall be drawn from the membership of the American Library Association and shall be persons who are knowledgeable about accreditation and library education.

the grounds assigned for disqualification as outlined in Paragraph 1 above. Each party shall also have thre pre-emptory exceptions without stated reasons. Failure to file such request shall be deemed to waive any grounds for disqualification. The ALA Executive Director shall advise the ALA Executive Board of all requests received for disqualification. Such members shall be disqualified and an acceptable alternate substituted.

III. Select Committee Procedures

The Select Committee shall determine its own schedule and designate its own Chair. In the process of considering an appeal, the Accreditation Officer of the COA shall provide information on accreditation policies and procedures to the Select Committee and Executive Board.

1. The ALA Executive Director shall call the first meeting of the Select Committee.

2. The Chair of the Select Committee shall be elected by a majority vote of the members and shall serve as presiding officer of any hearing held in connection with the appeal.

3. Each party to the appeal (the appealing institution and the COA) may be represented by legal counsel if it so notifies the other party and the Select Committee at least twenty (20) days before the hearing. The Select Committee may have ALA General Counsel present to advise it on such issues as may arise.

4. Each party may have such witnesses present at the hearing as it deems necessary and shall provide the names of all such witnesses to the other party and to the Select Committee at least fourteen (14) days prior to the hearing date. The Select Committee shall notify the parties of any witnesses it intends to call. No other persons except as provided in Paragraph 5 below shall be present at the hearing.

(g) Report of the COA to the institution, including any related correspondence prior to the filing of an appeal with the ALA Executive Board.

(h) Such other information and documentation as the Select Committee may require concerning accreditation policies, procedures of the COA, and the interpretation thereof.

IV. Select Committee Briefing and Hearing

The Select Committee shall hold hearings and make such other inquiries as it deems necessary to conduct a full and detailed investigation. During this investigation, the Select Committee shall have full access to and shall consider all documents and papers relevant to the case. In addition, the Select Committee must obtain the testimony of the visiting team, members of the COA, the Accreditation Officer, and appropriate representatives of the institution; the Select Committee may also call any other witnesses whose testimony the Select Committee deems useful. Witnesses may present oral and written statements, as authorized by the Select Committee. The Select Committee shall not receive or consider statements pertaining to conditions which developed subsequent to the time of the site visit.

1. Immediately upon establishment of a Select Committee and the disposition of any challenges to its membership, the Chair shall advise the parties of the schedule which will be followed (see Appendix). This schedule will basically provide for:

(a) The delivery of the appeal document to the COA.

(b) The submission of the COA reply to the appeal.

(c) The answer to the COA reply by the appealing institution.

(d) Oral hearing and argument.

5. The only issues which may be raised by the appealing institution and which may be considered by the Select Committee are the following:

(a) Whether the COA and the visiting team conformed to the procedures described in the Manual of Procedures for Evaluation Visits Under Standards for Accreditation, 1972 of the COA;

(b) Whether the visiting team fully determined the facts of the case in accordance with the provisions of the Standards for Accreditation, 1972; and

(c) Whether the visiting team and the COA correctly applied the Standards for Accreditation, 1972 to those facts.

All statements, arguments, and documentation shall relate to one or more of these issues, and the burden of demonstrating the relevance of any information or argument shall be on the appealing institution.

6. If the factual section of the report of the visiting team has been accepted by the appealing institution, the appealing institution and the COA shall be bound by the facts set forth in it.

7. The Select Committee shall be the sole and exclusive judge of the relevance of the evidence it will hear in respect of any of the issues properly raised except in matters of interpretations of the Standards for Accreditation, 1972. In this regard, the Select Committee shall not be bound by the strict rules of evidence which may be applicable in a judicial proceeding. However, the Select Committee may not receive or consider statements of fact or arguments relating to conditions or circumstances which developed or came into being after the date of the site visit, nor any allegation with regard to the factual section of the COA visiting team report,

11. The Select Committee may question any witnesses presented by the parties. A party shall have the right to cross-examine the witnesses of the other party, but the scope, nature, form, and relevance of the questions shall be subject to the approval of the Select Committee, and the Select Committee shall act as the interrogator.

12. Either party may waive oral argument and request the Select Committee to rely on the record and documentation submitted by the parties. If both parties waive oral argument, the Select Committee, if it deems the records and documentation sufficient to enable it to do so, may prepare its report and its findings. If the record and documentation are deemed inadequate, the Select Committee may require oral argument to be held on such issues and matters as it deems appropriate.

13. The conduct of the hearing and of the parties and witnesses shall conform to the requirements and rulings of the Select Committee. Failure to conform to prescribed conduct and rulings shall be deemed contempt of the Committee. The sanction for such contempt may be the exclusion of the testimony or arguments of the offending witness from consideration, or the exclusion of the offending witness from continued participation in the hearing.

V. Select Committee Report of Findings

The Select Committee shall present to the ALA Executive Board a written report of its findings together with its recommendations. The ALA Executive Board may confer with the Select Committee relative to its report.

1. At the adjournment of the hearing, if held, the Select Committee shall prepare a report of its findings. The report shall address itself only to those issues raised by the appealing institution and the COA reply. The Select Committee shall not consider any other issue.

Appendix
to
ACCREDITATION APPEAL PROCESS GUIDELINES

Timing	Action
At ALA Annual Conference or Midwinter Meeting	COA makes accreditation decision
Immediately after COA action	COA action communicated verbally to designated school representative.
Monday after conference week ends	COA action sent to president of the institution and to the chief executive officer of the library school in a formal letter of notification.
As soon as possible after COA action, school if accreditation is denied or withdrawn	COA final report is sent to the and the president by certified mail.
Within six weeks of receipt of COA ALA final report	School files appeal document with Executive Board. ALA Executive Director receives on behalf of the ALA Executive Board.
At the next scheduled ALA Executive Board meeting after appeal has been Committee filed	ALA Executive Board appoints members and alternates for the Select to hear the appeal.
Immediately upon appointment of the are Select Committee	Appealing institution and the COA notified by certified mail of the names of Select Committee members and alternates.
Within 14 days of receipt of notification of members and alternates	Either party may file a request for disqualification of Select Committee members or alternates.
*	Select Committee organizes
*	Appeal document is received by COA.
*	On request, Accreditation Officer supplies relevant documentation to the Select Committee.
Within 8 weeks of receipt of the appeal brief from the ALA Executive Director	COA develops reply document to the appeal document and transmits the reply to the ALA Executive Director.
*	ALA Executive Director transmits the COA reply to appealing institution.

* No specific time designated

Appendix
to
APPEAL PROCESS GUIDELINES

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Timing	Action
At ALA Annual Conference or Midwinter Meeting	COA makes accreditation decision.
Immediately after COA action	COA action communicated verbally to designated school representative.
Monday after Conference week ends	COA action sent to the president of the institution and to the chief executive officer of the library school in a formal letter of notification.
As soon as possible after COA action, if accreditation is denied, withdrawn or continued conditionally	COA final report is sent to the school by certified mail.
Within six weeks of receipt of COA final report	School files appeal document with ALA Executive Board. ALA Executive Director receives on behalf of the ALA Executive Board.
At the next scheduled ALA Executive Board meeting after appeal has been filed	The ALA Executive Board appoints members and alternates for the Select Committee to hear the appeal.
Immediately upon appointment of the Select Committee	Appealing institution and the COA are notified by certified mail of the names of Select Committee members and alternates.
Within 14 days of receipt of notification of members and alternates	Either party may file a request for disqualification of Select Committee members or alternates.
*	Select Committee organizes.
*	Appeal document is received by the COA.
*	On request, Accreditation Officer supplies relevant documentation to the Select Committee.

* no specific time designated

Timing	Action
Within 8 weeks of receipt of appeal document	COA develops reply document to the appeal document and transmits the reply to the Select Committee.
*	Select Committee transmits the COA reply to the appealing institution.
Within 4 weeks of receipt of COA reply document	Appealing institution develops response to the COA reply and transmits the response to the Select Committee.
*	Select Committee transmits response of appealing institution to the COA.
At least 20 days prior to the appeal hearing	Each party to the appeal notifies the Select Committee and the other party if legal counsel will be present at the hearing.
At least 14 days before appeal hearing	Each party provides names of witnesses to the Select Committee and the other party.
In advance of appeal hearing	Select Committee consults with representatives of both parties to exchange lists of witnesses, discuss timing of presentations, limit repetitive testimony, narrow facts at issue, etc.
*	Appeal hearing held.
*	Report and recommendations of the Select Committee are transmitted in writing to the ALA Executive Board.
*	ALA Executive Board makes decision and transmits notice of action in writing to the COA and the appealing institution.
Upon issuance of ALA Executive Board decision	Select Committee is discharged.

* no specific time designated

ACCREDITATION APPEALS PROCESS GUIDELINES

OF THE

AMERICAN LIBRARY ASSOCIATION
50 East Huron Street
Chicago, Illinois 60611

OBJECTIVES

Accreditation by the American Library Association (ALA) of an institution's graduate program in library education can be denied only with justifiable cause. Failure of the institution to maintain a quality program of graduate library education as described in Standards for Accreditation, 1972 shall be considered cause. Accreditation cannot be refused unless the institution is given opportunity to appeal the decision of the ALA Committee on Accreditation (COA).

The Standards for Accreditation, 1972 by which an institution's graduate program in library education are evaluated are designed to be reasonable, non-discriminatory, relevant, and objective. While the ALA is obligated to grant accreditation to any program meeting the Standards for Accreditation, 1972, the Association is under a corresponding and equal obligation to deny accreditation to any program which does not meet the Standards. To grant accreditation to such a program would constitute a disservice:

First, to the public;

Second, to students who consider the "accredited status" of a program in their evaluation of educational alternatives;

Third, to the accredited programs which have made the commitment in time, personnel, and resources to achieve accreditation;

Fourth, to the employers of the graduates of accredited programs who have a right to expect qualified personnel; and

Fifth, to the library profession which is concerned with the quality of the education leading to the first professional degree in librarianship.

In recognition of these duties, obligations and responsibilities the Manual of Procedures for Evaluation Visits Under Standards for Accreditation, 1972 makes specific provision for an accreditation appeals process as follows:*

ACCREDITATION APPEALS PROCESS

Rationale

In order to safeguard the rights of institutions seeking accreditation by the American Library Association of their graduate programs in library education, a formal appeals process is made available. This process is designed for any institution which believes that it has sufficient reason to question the procedures followed by the Committee on Accreditation (COA) of the American Library Association in examining its program. Such questions must of necessity be addressed to one or more of the following issues: (1) whether the COA and the Visiting Team conformed to the procedures described in the Manual of Procedures for Evaluation Visits Under Standards for Accreditation, 1972 of the COA; (2) whether the Visiting Team fully determined the facts of the case in accordance with the provisions of the Standards for Accreditation, 1972; and (3) whether the Visiting Team and the COA correctly applied the Standards for Accreditation, 1972 to those facts.

Procedure

Any institution which is not granted full accreditation for its program by the COA may appeal the COA decision by filing with the Executive Board of the American Library Association within six weeks after receipt of the full report of such decision, a written statement setting forth in detail the grounds on which the appeal is based.

The Executive Board shall appoint a Select Committee of not fewer than five qualified persons to consider the appeal. Members of the Select Committee shall be drawn from the membership of the American Library Association and shall be persons who are knowledgeable about accreditation and library education. The Select Committee shall determine its own schedule and designate its own Chair. In the process of considering an appeal, the Accreditation Officer of the COA shall provide information on accreditation policies and procedures to the Select Committee and Executive Board.

* Incorporates changes approved by the ALA Executive Board, February 4, 1977.

The Select Committee shall hold hearings and make such other inquiries as it deems necessary to conduct a full and detailed investigation. During this investigation, the Select Committee shall have full access to and shall consider all documents and papers relevant to the case. In addition, the Select Committee must obtain the testimony of the Visiting Team, members of the COA, the Accreditation Officer, and appropriate representatives of the school; it may also call any other witnesses whose testimony the Select Committee deems useful. Witnesses may present oral and written statements, as authorized by the Select Committee. The Select Committee shall not receive or consider statements pertaining to conditions which developed subsequent to the time of the site visit. The Select Committee shall present to the Executive Board a written report of its findings together with its recommendations. The Executive Board may confer with the Select Committee relative to its report.

Upon receipt of the report of the Select Committee, the Executive Board shall either (1) affirm the decision of the COA or (2) set aside the decision of the COA and remand the case to the COA with appropriate instructions for further proceedings and reconsideration. The Executive Board shall communicate its decision, and the reasons for that decision, in writing to the COA and to the institution. If the COA fails to act responsibly and responsively to a case remanded to it, the Executive Board may act in accordance with Article VIII, Section 8(c) of the Bylaws of the American Library Association.

The initial accreditation decision of the COA may not be made public until the time for any appeal is past or until any appeal is finally administratively determined by these procedures. The accredited status held by the appealing institution shall be continued until such time as the matter is finally resolved.

After the decision on the appeal is determined by the ALA Executive Board, the report of the Select Committee or a summary thereof may, but need not, be published as the ALA Executive Board may determine in its absolute descretion.

This document is intended to implement the appeals process established in the COA Manual of Procedures to aid parties to an accreditation appeal, and to assist the Select Committee charged with hearing the appeal and reporting to the ALA Executive Board. In the event in the course of an appeal there arises a dispute as to the meaning of any provisions of this document or its consistency with the COA Manual, the dispute shall be decided by the Select Committee hearing the appeal and its decision shall be final and binding in the matter, but the Select Committee shall make no interpretation of the Standards for Accreditation, 1972. In reaching its decision, the Select Committee shall have the right to consult with General Counsel of the ALA.

I. Initiating an Appeal

Any institution which is not granted full accreditation for its program by the Committee on Accreditation may appeal the COA decision by filing with the Executive Board of the ALA within six weeks after receipt of the full report of such decision, a written statement setting forth in detail the grounds on which the appeal is based.

1. Any decision of the COA which denies an institution full accreditation may be appealed as a matter of right.

2. The appeal is considered received by the ALA Executive Board when it is received by the ALA Executive Director. It is not necessary to direct it to each member of the ALA Executive Board.

3. The full report of the COA decision will be deemed received for purposes of starting the running of the six week appeal period on the date specified on the "Return Receipt" required under the provisions set in the COA Manual of Procedures unless the institution demonstrates in writing that the COA report was not received on that date.

4. Receipt of the COA report by the president of the institution, pursuant to the provisions set in the COA Manual of Procedures, shall be deemed notice to the institution.

5. The appeal may be filed by either the president of the institution or the executive officer of the library school. However, any appeal shall be filed in the name of the institution and with its consent.

6. An institution may withdraw its appeal by notice in writing to the ALA Executive Director if the notice is received not less than fifteen (15) days prior to the date on which the appeal hearing has been scheduled by the Select Committee. Thereafter, the appeal may be withdrawn only with the

consent of the Select Committee and on such terms and conditions as the Select Committee may determine in its absolute discretion.

7. The appeal is intended to advise the ALA Executive Board of the nature of the controversy and to be a comprehensive briefing of the issues involved. The institution may not enlarge the grounds, but may eliminate any of the grounds asserted in the written statement in any subsequent brief or in any oral argument held.

8. The appeal shall be disseminated by the ALA Executive Director to all members of the ALA Executive Board, to all members of the COA, to all members of the COA visiting team, and to such other persons as the ALA Executive Director determines have a "need to know" of the appeal, provided however, that no disclosure shall be made to the public by the ALA nor by the COA. The ALA shall use its best efforts to assure the confidentiality of the initial accreditation decision of COA and any appeal thereof. However, ALA does not assume any responsibility for unofficial or unauthorized disclosures.

II. Appointing the Select Committee

The Executive Board shall appoint a Select Committee of not fewer than five qualified persons to consider the appeal. Members of the Select Committee shall be drawn from the membership of the American Library Association and shall be persons who are knowledgeable about accreditation and library education.

1. In appointing the Select Committee, the ALA Executive Board shall be guided by the following principles:

(a) Only one person connected with any one institution may serve on the same Select Committee.

(b) A person shall automatically be disqualified to be a member of a Select Committee in any case in which (1) the individual has been or is currently affiliated with the institution

involved (including having attended such institution), or (2) is related by blood or marriage (to the fourth degree) to any individual connected with the institution involved in the appeal, or (3) has been a member of the COA within the three years immediately preceding the appeal.

2. The ALA Executive Board shall select, in addition to the number of members of the Select Committee, not less than two alternate members who shall serve in the event any member selected by the ALA Executive Board is disqualified as hereinafter provided.

3. Before sitting in any case, each member of a Select Committee shall sign a statement (1) that he/she is not disqualified for any of the foregoing reasons, and (2) that he/she knows of no other reason that might prevent him/her from rendering an impartial decision.

4. The parties to the appeal shall be notified of the names of the members of the Select Committee and the alternates immediately upon their appointment by the ALA Executive Board by certified mail, return receipt requested. Within 14 days after receipt of such notice any party may file with the ALA Executive Director a written request for disqualification stating the grounds assigned for disqualification as outlined in Paragraph 1 above. Each party shall also have three pre-emptory exceptions without stated reasons. Failure to file such request shall be deemed to waive any grounds for disqualification. The ALA Executive Director shall advise the ALA Executive Board of all requests received for disqualification. Such members shall be disqualified and an acceptable alternate substituted.

III. Select Committee Procedures

The Select Committee shall determine its own schedule and designate its own Chair. In the process of considering an appeal, the Accreditation Officer of the COA shall provide information on accreditation policies and procedures to the Select Committee and Executive Board.

1. The ALA Executive Director shall call the first meeting of the Select Committee.

2. The Chair of the Select Committee shall be elected by a majority vote of the members and shall serve as presiding officer of any hearing held in connection with the appeal.

3. Each party to the appeal (the appealing institution and the COA) may be represented by legal counsel if it so notifies the other party and the Select Committee at least twenty (20) days before the hearing. The Select Committee may have ALA General Counsel present to advise it on such issues as may arise.

4. Each party may have such witnesses present at the hearing as it deems necessary and shall provide the names of all such witnesses to the other party and to the Select Committee at least fourteen (14) days prior to the hearing date. The Select Committee shall notify the parties of any witnesses it intends to call. No other persons except as provided in Paragraph 5 below shall be present at the hearing.

5. Each party may, at its own expense, have a recorder present at the hearing. This individual shall have no right to participate in the hearing and shall be bound by the rules of confidentiality. If the Select Committee causes the hearing to be transcribed, any party shall be entitled to a copy of the transcript at cost.

6. The Accreditation Officer of the COA as requested by the ALA Executive Director on behalf of the Select Committee shall provide to the Committee copies of the following documents which shall constitute the record on appeal. Any request for documentation by the appealing institution shall be made to the ALA Executive Director.

(a) Standards for Accreditation, 1972

(b) Self-Study: A Guide to the Process and to the Preparation of a Report for the Committee on Accreditation of the American Library Association (Under the Standards for Accreditation, 1972)

(c) Manual of Procedures for Evaluation Visits Under Standards for Accreditation, 1972

(d) Self-study report submitted to the COA in application for an evaluation visit.

(e) Instructions by the Accreditation Officer or by the COA to the visiting team.

(f) Report of the COA visiting team and any written response to such report filed with the COA by the appealing institution, together with any related supporting documentation.

(g) Report of the COA to the institution, including any related correspondence prior to the filing of an appeal with the ALA Executive Board.

(h) Such other information and documentation as the Select Committee may require concerning accreditation policies, procedures of the COA, and the interpretation thereof.

IV. Select Committee Briefing and Hearing

The Select Committee shall hold hearings and make such other inquiries as it deems necessary to conduct a full and detailed investigation. During this investigation, the Select Committee shall have full access to and shall consider all documents and papers relevant to the case. In addition, the Select Committee must obtain the testimony of the Visiting Team, members of the COA, the Accreditation Officer, and appropriate representatives of the institution; the Select Committee may also call any other witnesses whose testimony the Select Committee deems useful. Witnesses may present oral and written statements, as authorized by the Select Committee. The Select Committee shall not receive or consider statements pertaining to conditions which developed subsequent to the time of the site visit.

1. Immediately upon establishment of a Select Committee and the disposition of any challenges to its membership, the Chair shall advise the parties of the schedule which will be followed. This schedule will basically provide for:

(a) The submission of the COA reply to the appeal.

(b) The answer to the COA reply by the appealing institution.

(c) Oral hearing and argument.

(d) Filing of the Select Committee report and recommendations with the ALA Executive Board.

2. The COA shall be the official body of the ALA responsible for the interpretation of Standards for Accreditation, 1972. Interpretation of the Standards offered by an appealing institution shall not be considered by the Select Committee.

3. For purposes of any hearing, the appeal document filed by the appealing institution with the ALA Executive Board shall serve as the brief of the appealing institution. The COA shall have eight weeks after the receipt of the appealing institution's brief to file its reply in response to the appeal brief. Delivery to the ALA Executive Director shall constitute delivery to the Select Committee. The appealing institution may file a response to the reply of the COA within four weeks after its receipt. Copies of these documents (i.e., the appeal, the COA reply and the response of the appealing institution) shall be filed with the ALA Executive Director for transmittal to the Select Committee, to the appealing institution, and to the COA as appropriate. Service on the president of the institution shall be deemed service on the appealing institution and service on the ALA Executive Director shall be deemed service on the COA, effective as of the date received.

4. If the appealing institution fails to file its brief within the time specified or within the time as extended, the COA may move for dismissal of the appeal. If the COA fails to file its reply, the COA will not be heard at oral argument except by permission of the Select Committee.

5. The only issues which may be raised by the appealing institution and which may be considered by the Select Committee are the following:

(a) Whether the COA and the visiting team conformed to the procedures described in the Manual of Procedures for Evaluation Visits Under Standards for Accreditation, 1972 of the COA;

(b) Whether the visiting team fully determined the facts of the case in accordance with the provisions of the Standards for Accreditation, 1972; and

(c) Whether the visiting team and the COA correctly applied the Standards for Accreditation, 1972 to those facts.

All statements, arguments, and documentation shall relate to one or more of these issues, and the burden of demonstrating the relevance of any information or argument shall be on the appealing institution.

6. The appealing institution and the COA shall be bound by the facts set forth in the factual section of the report of the visiting team if such section has been accepted by the appealing institution. No facts or allegations will be considered which are inconsistent with or contrary to the facts accepted.

7. The Select Committee shall be the sole and exclusive judge of the relevance of the evidence it will hear in respect of any of the issues properly raised except in matters of interpretations of the Standards for Accreditation, 1972. In this regard, the Select Committee shall not be bound by the strict rules of evidence which may be applicable in a judicial proceeding. However, the Select Committee may not receive or consider statements of fact or arguments relating to conditions or circumstances which developed or came into being after the date of the site visit, nor any allegation with regard to the factual section of the COA visiting team report, after the acceptance of the factual section by the appealing institution. For this reason the appealing institution and the COA are especially charged to establish a clear chronology of the events upon which they rely.

8. The Select Committee shall consult with representatives of the appealing institution and the COA in advance of the hearing for the following purposes:

(a) To exchange lists of witnesses;

(b) To discuss the time which will be required by the parties;

(c) To limit statements or testimony which would be merely repetitive;

(d) To encourage the parties to narrow the facts at issue;

(e) To take any other action the Select Committee deems appropriate to expedite the hearing and assure its completeness.

The Select Committee shall, on the basis of its consultations with the parties, determine the amount of time to be allotted the parties at the hearing, provided however, that no party shall have less time than the other.

9. Each party may allocate the time granted it among those persons it desires to testify or participate in the hearing as it sees fit. No person shall testify or be present who has not been called as a witness by either party to the appeal or by the Select Committee.

10. The Select Committee on its own motion may call as its own witness any persons whose testimony it may deem useful and who are not witnesses for the parties. The time used by such witnesses shall not be charged to the time allotted the parties.

11. The Select Committee may question any witnesses presented by the parties. A party shall have the right to cross-examine the witnesses of the other party, but the scope, nature, form and relevance of the questions shall be subject to the approval of the Select Committee and the Select Committee may act as the interrogator.

12. Either party may waive oral argument and request the Select Committee to rely on the record and documentation submitted by the parties. If both parties waive oral argument, the Select Committee, if it deems the records and documentation sufficient to enable it to do so, may prepare its report and its findings. If the record and documentation are deemed inadequate, the Select Committee may require oral argument to be held on such issues and matters as it deems appropriate.

13. The conduct of the hearing and of the parties and witnesses shall conform to the requirements and rulings of the Select Committee. Failure to conform to prescribed conduct and rulings shall be deemed contempt of the Committee. The sanction for such contempt may be the exclusion of the testimony or arguments of the offending witness from consideration, or the exclusion of the offending witness from continued participation in the hearing.

V. Select Committee Report of Findings

The Select Committee shall present to the ALA Executive Board a written report of its findings together with its recommendations. The ALA Executive Board may confer with the Select Committee relative to its report.

1. At the adjournment of the hearing, if held, the Select Committee shall prepare a report of its findings. The report shall address itself only to those issues raised by the appealing institution and the COA reply. The Select Committee shall not consider any other issue.

2. The report of the Select Committee shall include a recommendation for action by the ALA Executive Board.

3. The report of the Select Committee shall not be disclosed to any person prior to its receipt and consideration by the ALA Executive Board. The ALA Executive Director, ALA's General Counsel, and the Accreditation Officer may provide such assistance as the Select Committee may request. The disposition of the report shall be determined by the ALA Executive Board.

4. The members of the Select Committee shall be prepared to meet with the ALA Executive Board, as required, to discuss the findings in its report. The Select Committee shall be discharged immediately upon the issuance of the decision of the ALA Executive Board.

5. The final decision of the ALA Executive Board shall be transmitted in writing to both parties.

6. The Select Committee, the COA, and the ALA Executive Board, at the appropriate times, and to avoid future actions against the ALA by the appealing institution, shall request the assistance of ALA General Counsel for the review of the following documents prior to their release:

(a) The COA reply to the appeal of the appealing institution;

(b) The report of the Select Committee to the ALA Executive Board; and

(c) The written report on the appeal issued by the ALA Executive Board to the appealing institution and the COA.

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AMERICAN LIBRARY ASSOCIATION

Item: STANDARDS AND SURVEYS *Item Number:* 109.1.1

Approved by: ALA Executive Board *Page:* 1 *of* 2

Issue Date: June 1973 - amended Jan 1977 *Supersedes:*

ACCREDITATION APPEALS PROCESS

Rationale

In order to safeguard the rights of institutions seeking accreditation by the American Library Association of their graduate programs in library education, a formal appeals process is made available. This process is designed for any institution which believes that it has sufficient reason to question the procedures followed by the Committee on Accreditation (COA) of the American Library Association in examining its program. Such questions must of necessity be addressed to one or more of the following issues: (1) whether the COA and the Visiting Team conformed to the procedures described in the Manual of Procedures for Evaluation Visits Under Standards for Accreditation, 1972 of the COA; (2) whether the Visiting Team fully determined the facts of the case in accordance with the provisions of the Standards for Accreditation; and (3) whether the Visiting Team and the COA correctly applied the Standards for Accreditation to those facts.

Procedure

Any institution which is not granted full accreditation for its program by the COA may appeal the COA decision by filing with the Executive Board of the American Library Association within six weeks after receipt of the full report of such decision, a written statement setting forth in detail the grounds on which the appeal is based.

The Executive Board shall appoint a Select Committee of not fewer than ~~three~~ five qualified persons to consider the appeal. Members of the Select Committee shall be drawn from the membership of the American Library Association and shall be persons who are knowledgeable about accreditation and library education. The Select Committee shall determine its own schedule and designate its own chairman. In the process of considering an appeal, the Accreditation Officer of the COA shall provide information on accreditation policies and procedures to the Select Committee and Executive Board.

The Select Committee shall hold hearings and make such other inquiries as it seems necessary to conduct a full and detailed investigation. During this investigation, the Select Committee shall have full access to and shall consider all documents and papers relevant to the case. In addition, the Select Committee must obtain the testimony of the Visiting Team, members of the COA, the Accreditation Officer, and appropriate representatives of the school; it may also call any other witnesses whose testimony the Select Committee deems useful. Witnesses may present oral and written statements, as authorized by the Select Committee. The Select Committee shall not receive or consider statements pertaining to conditions which developed subsequent to the time of the site visit.

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The Select Committee shall present to the Executive Board a written report of its findings. The Executive Board may confer with the Select Committee relative to its report.

Upon receipt of the report of the Select Committee, the Executive Board shall either (1) affirm the decision of the COA or (2) set aside the decision of the COA and remand the case to the COA with appropriate instructions for further proceedings and reconsideration. The Executive Board shall communicate its decision, and the reasons for that decision, in writing to the COA and to the institution. If the COA fails to act responsibly and responsively to a case remanded to it, the Executive Board may act in accordance with Article ~~IX,~~ VIII Section 8 (c) of the Bylaws of the American Library Association.

The initial accreditation decision of the COA may not be made public until the time for any appeal is past or until any appeal is finally administratively determined by these procedures. The accredited status held by the appealing institution shall be continued until such time as the matter is finally resolved.

After the decision on the appeal is determined by the ALA Executive Board, the report of the Select Committee or a summary thereof may, but need not be, published as the ALA Executive Board may determine in its absolute discretion.

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MANUAL OF

PROCEDURES FOR EVALUATION VISITS

UNDER

STANDARDS FOR ACCREDITATION

Revised 1988

44. Accreditation Appeals Process

Rationale

In order to safeguard the rights of institutions seeking accreditation by the American Library Association of their graduate programs in library education, a formal appeals process is made available. This process is designed for any institution which believes that it has sufficient reason to question the procedures followed by the Committee on Accreditation (COA) of the American Library Association in examining its program. Such questions must of necessity be addressed to one or more of the following issues: (1) whether

the COA and the visiting team conformed to the procedures described in the Manual of Procedures for Evaluation Visits Under Standards for Accreditation of the COA; (2) whether the visiting team fully determined the facts of the case in accordance with the provisions of the Standards for Accreditation; and (3) whether the visiting team and the COA correctly applied the Standards for Accreditation to those facts.

Procedure

Any institution which is not granted accreditation for its program by the COA may appeal the COA decision by filing with the Executive Board of the American Library Association within six weeks after receipt of the full report of such decision, a written statement setting forth in detail the grounds on which the appeal is based.

The Executive Board shall appoint a Select Committee of not fewer than five qualified persons to consider the appeal. Members of the Select Committee shall be drawn from the membership of the American Library Association and shall be persons who are knowledgeable about accreditation and library education. The Select Committee shall determine its own schedule and designate its own Chair. In the process of considering an appeal, the Accreditation Officer of the COA shall provide information on accreditation policies and procedures to the Select Committee and Executive Board.

The Select Committee shall hold hearings and make such other inquiries as it deems necessary to conduct a full and detailed investigation. During this investigation, the Select Committee shall have full access to and shall consider all documents and papers relevant to the case. In addition, the Select Committee must obtain the testimony of the visiting team, members of the COA, the Accreditation Officer, and appropriate representatives of the school; it may also call any other witnesses whose testimony the Select Committee deems useful. Witnesses may present oral and written statements, as authorized by the Select Committee. The Select Committee shall not receive or consider statements pertaining to conditions which developed subsequent to the time of the site visit. The Select Committee shall present to the Executive Board a written report of its findings together with its recommendations. The Executive Board may confer with the Select Committee relative to its report.

Upon receipt of the report of the Select Committee, the Executive Board shall either (1) affirm the decision of the COA, or (2) set aside the decision of the COA and remand the case to the COA with appropriate instructions for further proceedings and reconsideration. The Executive Board shall communicate its decision, and the reasons for that decision,

in writing to the COA and to the institution. If the COA fails to act reasonably and responsively to a case remanded to it, the Executive Board may act in accordance with Article VIII, Section 8(c) of the Bylaws of the American Library Association.

The accreditation decision of the COA may not be made public until the time for any appeal is past or until any appeal is finally administratively determined by these procedures. The accredited status held by the appealing institution shall be continued until such time as the matter is finally resolved.

After the decision on the appeal is determined by the ALA Executive Board, the report of the Select Committee or a summary thereof may, but need not be, published as the ALA Executive Board may determine in its absolute discretion.