



Intellectual Freedom Health Screening

Which of these statements are true? Add up your check marks and see whether intellectual freedom is in good health at your library.

16-18 marks = Good Condition

13-15 marks =Fair Condition

0-12 marks =Critical Condition

LAW

- I'm familiar with local, state, and federal laws regarding intellectual freedom.

POLICIES

- My library has adopted the *Library Bill of Rights* and *Code of Ethics* as guiding principles.
(If so, have you posted these documents prominently in your library and on your web site?)

My library has written policies covering:

- Internet use
- Material Selection and Reconsideration
- User Behavior
- Meeting Rooms and Exhibit Spaces
- Privacy and Confidentiality

TRAINING AND AWARENESS

- My library provides regular training about intellectual freedom principles and the library's policies and procedures for staff, volunteers, and trustees.

RESOURCES AND SUPPORT

- My library has a qualified attorney we can call if faced with a subpoena or search warrant for library records.
(If so, have you briefed them on intellectual freedom principles?)
- My library has a copy of the ALA *Intellectual Freedom Manual*.
- I know whom to contact at ALA, NELA, and my state association if I need assistance.

INTELLECTUAL FREEDOM ISSUES

- The resources (including video and music recordings) and services in my library are accessible to users regardless of user characteristics including origin, age, race, economic status, physical ability, and sex, gender identity, gender expression, or sexual orientation.
- My library works to ensure that the collection contains a diversity of viewpoints.
- My library has a clear procedure to follow if a library user requests the removal of a resource.
- My library does not filter the Internet **OR**
If your library accepts E-Rate or LSTA funding that requires Internet filtering: My library has set the filter to the least restrictive setting, and we have a procedure that enable staff to quickly disable the filter upon request.
- My library treats all user groups who want to use library meeting rooms and exhibit spaces equitably, imposing restrictions based only on time, place, and manner, and *not* on content or viewpoint. (Don't have public meeting rooms or exhibit spaces? Put a mark in the box.)
- My library protects the privacy of library users by treating the following as confidential: circulation and interlibrary loan records, recall and hold requests, reference questions (in person, e-mail, text, and chat), Internet and database searches.
- My library has a clear procedure to follow if someone—including a member of law enforcement—asks for user information, and we don't share information without a court order.