Intellectual Freedom Checklist
Intellectual Freedom Committee
Oregon Library Association

Is your library ready to defend intellectual freedom and protect access and privacy?
For more information, tools and examples, visit the OLA-IFC Intellectual Freedom Toolkit
http://www.olaweb.org/intellectual-freedom-toolkit

My library has:
- A mission statement supporting principles of intellectual freedom
- Selection policy approved by Board or appropriate administrative body
- Request for Reconsideration policy approved by Board or appropriate administrative body
- Facility Use policy approved by Board or appropriate administrative body

My library has policies for:
- Collection development, renewal and use
- Internet use
- Facility use
- Programs and exhibits
- Response to requests for reconsideration, including forms
- Wi-fi access and use

My library provides regular training in intellectual freedom issues for:
- All library personnel
- Volunteers
- Administrators
- District leaders
- Board members

My library has these to protect privacy and confidentiality:
- Vendor policies for use and storage of data
- Options for patrons to secure privacy
- Data sharing policies to limit the ways vendors and library personnel use collected data
- IT policies and practices that support the right to privacy for library system users

My library supports patron awareness:
- Provides information about what intellectual freedom means to right to read and access
- Promotions to build understanding of intellectual freedom issues
- Educates about ways to protect privacy and PII (personally identifiable information)
- Educates about and encourages digital citizenship skills for appropriate, responsible technology use (Educators)