

**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  
<https://www.olaweb.org/if-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)