

**The Handbook of the
Arizona Library Association (AzLA)**

Table of Contents

Section I: Current Bylaws (Revised & Approved 14 November 2013)

Section II: Interpretation of Bylaws (Revised & Approved 1 August 2013, 17 October 2014)

Section III: Policy Statements

Section IV: Historical Notes & Appendices

The Appendices shall include:

- An historical summary of office holders, Divisions, Interest Groups, Committees, & awards with winners.
 - A list of acronyms / initialisms used in the Handbook.
 - A glossary, should it be deemed advisable.
 - A map of the state showing the current regions.

Section III of AzLA Handbook:

Section III-B: Policy Statements concerning the Mission and Vision of AzLA
Some are modified from the Policy Manual of the American Library Association.

Access to Information

The Arizona Library Association asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services. AzLA shall seek to make it possible for library and information service agencies which receive their major support from public funds to provide service to all people without additional fees and to utilize the best possible access to information, as AzLA will actively promote its position on equal access to information.

Confidentiality of Library Records

The Arizona Library Association strongly recommends that the responsible officers of each library:

1. Formally adopt a policy that specifically recognizes its circulation and other records identifying the names of library users with specific materials to be confidential.
2. Advise all librarians and library employees that such records shall not be made available to any agency or federal, state, or local government except pursuant to such process order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.
3. Resist the issuance or enforcement of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction in accordance with A.R.S. 41-1354.

Ethical Standards for Librarians & Library Staff

1. Librarians and library staff must provide the highest level of service through appropriate and usefully organized collections; fair and equitable circulation and service policies; and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians and library staff must resist all efforts by groups or individuals to censor library materials.
3. Librarians and library staff must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Librarians and library staff must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Librarians and library staff must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
6. Librarians and library staff must avoid situations in which personal interest might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

Intellectual Freedom: The Library Bill of Rights

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community served. Materials should not be excluded because of the origin, background, or views of those contributing to their creations.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use.

Interpretations of the Previous

1. Challenged materials that meet the materials selection policy of the library should not be removed under any legal or extra-legal pressure.
2. Expurgation of any parts of books or other library resources is a violation of the Library Bill of Rights because it denies access to the complete work and, therefore, to the entire spectrum of ideas that the work was intended to express.
3. Members of the school community involved in the collection development process employ educational criteria to select resources unfettered by the personal, social, or religious views. Students and educators served by the school library media program have access to resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval. School library media professionals resist efforts by individuals to define what is appropriate for all students or teachers to read, view, or hear.
4. Denying minors access to certain library materials and services available to adults is a violation of the Library Bill of Rights since it is the parents – and only the parents – who may restrict their children from access to library materials and services.
5. Evaluation of library materials is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community.
6. Restricting access to certain titles and classes of library materials for protection and / or controlled use is a form of censorship.
7. Labeling certain library materials by affixing a prejudicial label to them or segregating by a prejudicial system is a practice that seeks to close paths to knowledge; such practices violate the Library Bill of Rights.
8. Libraries maintaining exhibit and meeting room facilities for outside groups and individuals should develop and publish statements governing their use. These statements can properly define and restrict eligibility for use as long as the qualifications

- do not pertain to the content of a meeting or exhibit or to the beliefs or affiliations of the sponsors, and are applied on an equitable basis.
9. A policy on library-initiated programming should reflect the library's philosophy regarding free access to information and ideas. Selection of library program topics, speakers, courses, classes, and resource materials should be made by library staff on the basis of the interests and needs of library users and the community.
 10. Restricted access to rare and special collections is only for the protection of the materials and must in no way limit access to the information or ideas contained in the materials. Library administration policies on interlibrary loan, library cards, reference services, and use of meeting rooms and exhibit spaces should be examined for conformance to the Library Bill of Rights.
 11. Diversity in Collection Development. Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user and policies should not unjustly exclude materials even if offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article 2 of the Library Bill of Rights. A balanced collection reflects a diversity of materials, not equality of numbers. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the acquisition of materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community which the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues. Intellectual freedom, the essence of equitable library services, promotes no causes, furthers no movements, and favors no viewpoints. It only provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.
 12. Circulation of Motion Pictures and Video Productions. Unless directly and specifically prohibited by law from circulating certain motion pictures and video productions to minors, librarians should apply the same standards for circulation as are applied to books. Just as "labeling" of books is deemed an attempt to prejudice attitudes, so is the affixing of the MPAA rating codes to motion pictures and video productions.

Freedom to Read

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon the freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

Freedom to View

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences films and other audiovisual materials, which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Literacy

The Arizona Library Association supports the achievement of Arizona literacy through expanded educational opportunities that utilize the experience of librarians and the facilities of libraries, which have traditionally not been part of the library delivery system. The Arizona Library Association urges the Arizona State Library, Archives and Public Records and the Arizona Department of Education to address the problems of illiteracy and to give high priority to solutions in both their short and long range plans for library development and for the use of federal and state funds.

Sex Education Materials in the Library

The Arizona Library Association affirms the right of youth to comprehensive, sex-related education, materials, programs and referral services of the highest quality; affirms the active role of libraries in providing such; and urges librarians and library educators to reexamine existing policies and practices and assume a leadership role in seeing that information is available for children and adolescents, parents and youth-serving professionals.

Special Note:

Freedom to Read, other documents and information can be found at the American Library Association website: www.ala.org.

This is the end of Policy Statement Section of the *AzLA Handbook*.