

POLICIES HANDBOOK INTELLECTUAL FREEDOM COMMITTEE

SCOPE OF RESPONSIBILITIES

The Intellectual Freedom Committee will review and update as necessary the NDLA "Intellectual Freedom Handbook".

The Intellectual Freedom Committee will encourage libraries to promote intellectual freedom and the first amendment through programs, displays, reading lists, and similar activities.

The Intellectual Freedom Committee will promote librarian, trustee, and school administrator awareness of intellectual freedom concerns and issues through the "Intellectual Freedom Handbook", "The Good Stuff", workshops, conference programs and through the NDLA listserv and other electronic means.

MEMBERSHIP

The President appoints a chair for a one year term. The chair in turn will assemble a committee of 3-5 members to serve.

PROCEDURES

The Committee is responsible for reviewing and updating the Intellectual Freedom Handbook.

The Committee will monitor challenges to materials and provide support to libraries that have materials challenged. If necessary, the chair will provide assistance and advice to librarians, trustees, and school administrators when needed. The Committee may also make public statements as necessary to promote or support intellectual freedom.

The Committee will provide information on confidentiality of record laws and privacy rights to those requesting such information.

The Committee will monitor legislation affecting intellectual freedom at all levels. The Committee needs to stay informed and share information on legislative actions affecting intellectual freedom.

The Committee will actively promote awareness of intellectual freedom issues by providing information, workshops, and conference programs.

The Committee will keep intellectual freedom correspondence and state newspaper articles relating to challenges and bans. These documents will be given to the NDLA Archivist to file in the NDLA Archives.

REPORTS

The Chair of the committee will provide written reports to the Executive Board at regular board meetings and will provide an annual report each year detailing the activities of the Committee. The annual report will include the status of intellectual freedom in the state and general statistics on challenges both to materials and patron records. THIS REPORT WILL NOT IDENTIFY SPECIFIC LIBRARIES OR INCIDENTS. The report will also include recommendations deemed appropriate by the Intellectual Freedom Committee to maintain and promote intellectual freedom within the state.

BUDGET

The Finance Committee will solicit a budget request from the chair. Provision may be made for travel to Executive Board meetings, copying, postage and supplies for the committee.

REIMBURSEMENT

The NDLA Treasurer will make payments to NDLA members to reimburse expenses made on behalf of NDLA. Members must submit the "Request for Personal Reimbursement" form when requesting reimbursement. Receipts must accompany personal requests for reimbursement as indicated on the reimbursement form. The form is available on the NDLA web site in pdf format.

The reimbursement for travel to Executive Board meetings is as follows:

- NDLA will cover hotel cost when a board member must travel the night before a meeting or, in the case of post conference meeting, stay the night after.
- NDLA will cover mileage cost at the state employee rate.
- No meals will be reimbursed.

NDLA appreciates when institutions cover any or all of these expenses for their employees. NDLA recommends that board members request travel reimbursement from their institution prior to requesting reimbursement from NDLA.

The Finance Committee recommends that board members planning to request reimbursement of travel expenses for attending NDLA board meetings share travel expenses whenever possible. This includes both transportation (i.e. carpooling) and lodging (when necessary). When requesting reimbursement for shared expenses, indicate all parties incurring cost so that each section or committee's budget can be assessed a share of the cost. By reflecting expenses accurately by budget category, incoming section, roundtable and committee chairs as well as the NDLA Finance Committee will be able to plan future

budgets with greater accuracy. Compliance with this policy will be up to each individual board member.

Payments made to individuals and businesses that have provided merchandise or services to NDLA require the submission of a "Request for Third Party (Vendor) Payment" form to the NDLA Treasurer. The form is available on the NDLA web site in both pdf and html file format. 1) Forms submitted using pdf must be signed by the NDLA member responsible for authorizing the expenditure and should be accompanied by a valid invoice or statement. 2) Forms submitted using html must be sent from the e-mail account of the NDLA member authorizing the payment. The html form is used when the vendor is expected to send a valid invoice or statement directly to the Treasurer.

The NDLA Treasurer may question a request for payment at any time and is encouraged to consult with the Finance Committee to obtain approval or rejection before payment of a questionable reimbursement is made.

The Request for Personal Reimbursement form is available at:

<http://ndla.info/Forms/expenseform.pdf>

or

<http://ndlaonline.org/Forms/expenseform.pdf>

CHRONOLOGICAL GUIDELINES

September

- NDLA President appoints chair of committee
- Committee chair finds 3-5 members for the committee

October

- Prepare a budget at the request of the Finance Committee

December

- Prepare quarterly report for NDLA Board

January

- Read and review the Intellectual Freedom Committee Policies Handbook as well as the NDLA Constitution and Bylaws

March

- Prepare quarterly report for NDLA Board

April

- Review and update the North Dakota Intellectual Freedom Handbook for Libraries

June

- Plan program for annual conference (if needed)
- Prepare quarterly report for NDLA

September

- Prepare annual committee report
- Update policies book if needed
- Submit intellectual freedom correspondence and state newspaper articles relating to challenges and bans to the NDLA Archivist.

Approved by Executive Board: 8/28/2007

Revisions approved by Executive Board: 5/30/08

Reimbursement statement revised by Executive Board: 5/30/08