

Policy No: A-10

Subject: Guidelines for Writing Position Statements

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Effective Date: June 27, 2015

Revision Date(s):

Review Date(s):

Review Responsibility: Bylaws Committee

Policy Statement:

AASL Position Statements shall be developed at the request of the AASL Board of Directors using the approved format.

Focus:

AASL Membership, AASL Committee or Task Force of Origin, AASL Board of Directors

Purpose:

To describe the standard format and requirements for AASL Position Statements.

Procedure:

1. The board and/or membership may suggest a project for development. The concept must be approved by the board and delegated to the appropriate committee or task force.
 - 1.1 The board will be kept apprised of the development of position statements via information reports from the committee chair to which the project is assigned.
2. Use the latest edition of the *Chicago Manual of Style*, 16th ed. (2010) Chicago: University of Chicago Press as a guide for citing references
3. The board will review the document for final approval prior to publishing.
 - 3.1 Upon approval of the board the AASL Editor will review the publication prior to printing to ensure proper formatting and citations.
4. Position statements will be made available at the earliest date possible via the website and other electronic communication channels.
5. The following format should be used when developing a position statement:

Title [clearly identifying the position the association is taking]

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Definitions: [list of terms uses in statement and how they are defined for this particular publication]

Background: [information as to how this issue came to light and why the association is taking a position on this issue. Specifically include how this issue impacts members of the association]

Position: [Should start with “The American Association of School Librarians supports the position that....”]

References: Consult the *Chicago Manual of Style*, 16th ed. (2010) Chicago: University of Chicago Press

Recommended Reading List: [any additional materials that were not cited in the position statement but add to the position made by the association]

Approval/Revision Dates: [Approved by the AASL Board of Directors (date). Revised (date)]

Committee/Task Force Name:

Committee/Task Force Member Names: