Checklist for Non-Disciplinary Framework Companion Documents

The Checklist serves as a general guide for committees developing and reviewing Framework Companion Documents that are not connected to a specific discipline. It is the responsibility of the ACRL committee or unit submitting the draft standards to develop a timeframe and related deadlines for efficiently navigating the checklist and making progress on the draft document through the process. It is not the responsibility of the assigned Information Literacy Frameworks and Standards Committee (ILFSC) liaison to assign or monitor Committee deadlines relevant to the Checklist. Please consult the document “Tips for Developing Non-Disciplinary Framework Companion Documents” for further information.

For the review of existing non-disciplinary Framework Companion Documents, follow steps 1-6. If changes in the document are required, continue following the steps in the checklist.

1. Notify ILFSC of the intention to develop or review the Framework Companion Documents.
2. If the document is a collaboration with an organization or group outside of ACRL (such as the SAA), prepare a Board Action Form (at http://www.ala.org/acrl/sites/ala.org.acrl/files/content/resources/forms/ACRL%20Board%20Action%20Form%200219.docx) to request approval from the ACRL Board.
3. Charge a committee or task force to develop the standards.
4. Connect with the ILFSC liaison assigned to your committee or task force.
5. Review relevant literature and accreditation standards for the topic, concept, or field.
6. Consult with relevant library associations including the ALA units, as relevant.
   a. List associations consulted:

7. Consult with related faculty and external professional associations, as relevant.
   a. List persons or associations consulted:

8. Draft document and submit to the leadership of your ACRL unit for initial review.
9. Submit draft of document to the leadership of any collaborating organizations for initial review.
10. Receive comments and revise draft document as appropriate.
11. Distribute draft broadly and solicit comments from librarians, library associations, relevant faculty and organizations.
   a. List publications/lists and dates draft was distributed:

   ________________________________

12. Receive comments and revise draft as appropriate.
13. Submit to the collaborating units’ leadership bodies for review.
14. Once all involved leadership bodies approve, submit to ILFSC for formal ACRL review along with a completed “Transmittal Sheet for Draft Standards and Guidelines”.
15. ILFSC approves or returns draft document for revisions.
16. After approval is given, ILFSC forwards the document and the transmittal sheet to the ACRL Standards Committee (SC).
17. SC approves or returns document directly to the committee, not the ILFSC, for revisions.
18. After the document is approved by the SC, they will submit the document and a final recommendation to the ACRL Board for its action.
19. Once the ACRL Board approves, publishes and announces your non-disciplinary Framework Companion Documents officially, announce your standards more broadly. For example:
   a. publish the document on the unit’s web site.
   b. create a link to the document on the ACRL Standards and Guidelines web site as a sub-listing underneath the Framework for Information Literacy Competency in Higher Education.
   c. submit a short news article with the URL to C&RL News.
   d. submit for inclusion in the Instruction Section’s Information Literacy in the Disciplines wiki.
   e. present a session at an ALA or ACRL conference.
   f. submit a short news article to other relevant professional organizations.