

SUBJECT: CODE OF ETHICS

## I. PURPOSE

To detail the principles of conduct that have been adopted by the Library Board to govern the behavior of trustees and staff when acting on behalf of the Library.

## II. SCOPE

The Library Board embraces the all statutes enacted by the State of Illinois regulating the conduct of officials appointed to governing boards. In addition, the Library Board adopts and incorporates into the Library' s policy those ethics statements recommended by the American Library Association and the Illinois Library Association, which has adopted the American Library Association' s policy as its own.

## III. PROVISIONS (copied directly from the sources)

## A. American Library Association Code of Ethics (Adopted by the ALA Council June 28 1995) (latest amendment January 22, 2008)

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user' s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
4. We recognize and advocate balance between the intellectual property rights and the rights of information users.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-

workers, and by fostering the aspirations of potential members of the profession.

B. PLA/ALTA Ethics Statement for Public Library Trustees (Approved by the Board of Directors of the ALA Trustee Association July 1988 and by the Board of Directors of the PLA Trustee Association January 1989)

1. Trustees must promote a high level of library service while observing ethical standards.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
3. It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
5. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
6. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
7. Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.