



## **Code of Ethics**

### **Statement of Commitment**

It is the responsibility of the Board of Trustees of the Roeliff Jansen Community Library and the individual trustees to ensure that the Roeliff Jansen Community Library provides quality library service to the residents of the community we serve. The Code of Ethics, which follows, represents our commitment to the ethical standards for our Library. Failure to adhere to this Code of Ethics by any individual trustee may result in removal from the Board.

The Roeliff Jansen Community Library recognized the importance of codifying and making known to the public the ethical principles that guide the work of staff and trustees. The Library subscribes to the ALA's Code of Ethics, included below, as well as to the Guidelines for trustees listed here.

### **Ethical Guidelines**

- Trustees shall observe ethical standards with absolute truth, integrity, and honor.
- Trustees must distinguish between their personal attitudes and philosophies and those of the institution, acknowledging the formal position of the Board even if they personally disagree. After a policy or rule is adopted by a majority of the Library Board, individual trustees should publicly support those decisions.
- Trustees must respect the confidential nature of Library business while being aware of and in compliance with applicable laws governing freedom of information. Trustees must not divulge information learned during executive sessions of the Board or any information regarding future Board plans or actions until such action is officially taken. Negotiations of contracts are in the purview of the assigned Board committee/representative.
- 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. It is incumbent upon trustees to recuse themselves immediately whenever the appearance of a conflict of interests exists.
- Trustees must make decisions in the best interest of residents in all parts of the Roeliff Jansen Community Library's chartered service area. No preference will be given to any town or group of people.

- Trustees set broad policy directions and monitor adherence to policy, but shall not interfere with the day-to-day operations of the Library.
- Trustees must be prepared to support to the fullest the efforts of Library staff in resisting censorship of Library materials by groups or individuals.
- Trustees will comply with Open Meetings Law.
- Trustees who accept Library Board membership are expected to perform all the functions of Library trustees. Trustees who are unable to attend meetings regularly and complete work delegated to them should resign so that an active member can be appointed.

**Adopted by the Board of Trustees, October 18, 2022**

### **American Library Association Code of Ethics**

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

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 respect intellectual property rights and advocate balance between the interests of information users and rights holders.
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.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

**Adopted by the ALA Council 1939, amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.**