

Town of Chester Public Library Ethics Policy

The Town of Chester Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all library employees and Board of Trustees members conduct business on behalf of the Town of Chester Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

All library employees and Board of Trustees members

- Should uphold the integrity of the Town of Chester Public Library and should perform their duties impartially and diligently.
- Should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Should avoid situations in which their personal interests, activities or financial affairs are, or are *likely to be perceived* as being in conflict with the best interests of the Town of Chester Public Library.
- Should avoid having interests that may reasonably bring into question their ability to fulfill their duties in a fair, impartial and objective manner.
- Should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as library employees or Board of Trustees members.
- Should not use or attempt to use their position with the Town of Chester Public Library to obtain unwarranted privileges or advantages for themselves or others.
- Should not be swayed by partisan interests, public pressure, or fear of criticism.
- Should not denigrate the organization or fellow Board of Trustees members or employees or volunteers in any public arena.

Conflict of Interest:

A conflict of interest is defined as an actual or perceived interest by a library employee or Board of Trustees member in an action that results in, or has the appearance of resulting in inappropriate personal, organizational, or professional gain. Library employees and Board of Trustees members are obligated to always act in the best interest of the organization. This obligation requires that any library employee or Board of Trustees member, in the performance of organization duties, seek only the furtherance of the organization mission. At all times, library employees and Board of

Trustees members are prohibited from using their position or the organization's name or property, for private profit or benefit.

The library employees and members of the Board of Trustees should neither solicit nor accept for personal benefit or the benefit of any family member or friend gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.

No library employee or member of the Board of Trustees shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his or her knowledge, any of the following has a financial interest in that purchase or contract:

- The library employee or member of the Board of Trustees.
- Any member of their immediate family.
- Their partner.
- An organization in which any of the above is an officer, director or employee;
- A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

Disclosure:

Any possible conflict of interest shall immediately be disclosed to the library Board of Trustees by the person or persons concerned.

Board of Trustees Action:

When a conflict of interest is relevant to a matter requiring action by the Board of Trustees, the interested person(s) shall call it to the attention of the Board of Trustees and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Trustees, excluding the person(s) concerning whose situation the doubt has arisen.

Record of Conflict:

The official minutes of the Board of Trustees shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

A copy of this policy shall be delivered to each library employee and member of the Board of Trustees at the time of hiring or appointment or as soon thereafter as practicable.

CODE OF ETHICS

I. 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.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentially with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.

IV. We recognize and respect intellectual property rights.

V. We treat co-worker 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.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. 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.

VIII. 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.

This is to certify that I have read and agree with the Town of Chester Public Library Ethics and Conflict of Interest Policy as well as the Code of Ethics Policy of the American Library and understand disclosure requirements.

Signature

Date

Position