

POLICY TITLE: Code of Ethics for Library Trustees

ADOPTION/LAST REVIEW: Adopted 8-8-00

The following is a draft of the Code of Ethics for Trustees established by the Personnel Committee on August 3, 2000, approved at the August 8, 2000 Regular Board Meeting.

- I will view service on a board of library trustees as an opportunity to serve my community, state, and nation because I believe the public library is the single most effective agency for providing all people with the sources for continuing education.
- I will observe and enforce all library laws, ordinances, and regulations and keep abreast of library developments in my state and nation.
- I will avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
- I will disqualify myself immediately whenever the appearance of a conflict of interest exists.
- I will support and participate in the activities and meetings of the library board. If I lose interest or am unable to contribute effectively to the program of the library, I will resign my position.
- I will recognize that authority rests with the whole board assembled in meeting and that I have no legal status to bind the board otherwise.
- I will distinguish clearly in my actions and statements between my personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if I personally disagree.
- I will arrive at conclusions on library matters only after I discussed the subject fully with other board members and the library director. Where my experience may be useful, I will offer it for the benefit of the library's administration. However, I will recognize that my responsibility is not to run the library or to manage staff but to see that the library is run well.
- I will ensure that the library provides 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.
- I will respect the confidential nature of library business and enforce the laws governing confidentiality of library records (State Statute 43.30) while being aware of and in compliance with applicable laws governing freedom of information.

- I will try to be impartial and make decisions in terms of the best interest of all citizens in the community.
- I will volunteer my time on the Board of Trustees without any expectation of special privileges from library employees for my family or myself.
- I will support quality selection of materials as defined in the library's Materials Selection Policy.*
- I will support and protect library personnel in the proper performance of their duties. I will support to the fullest the efforts of the staff to adhere to the Library Bill of Rights and the Freedom to Read Statement.
- I will work for the improvement of library legislation and the betterment of library service locally and throughout the state and nation.

All statements above are important and no effort was made to put them in prioritized order.

*Reference Library Policy 5.110 Material Selection Policy

See also references:

City Policy 3.340 Ethical Standards of Public Officials
Library Policy 3.510 Code of Ethics for Librarians