

## 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 all statutes enacted by the State of Illinois and all ordinances enacted by the City of Naperville 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; United for Libraries: the Association of Library Trustees, Advocates, Friends, and Foundations; and the Illinois Library Association to the extent permitted by law.

## III. PROVISIONS

A. American Library Association Code of Ethics (Adopted by the ALA Council; 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. Public Library Trustees Ethics Statement, Official Statement from United for Libraries: The Association of Library Trustees, Advocates, Friends and Foundations (Approved by the ALTAFF Board, January 2012).

Public library trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

1. Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
2. Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
3. Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
4. Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
5. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
6. Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
7. Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
8. A trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
9. Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
10. Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
11. Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.