

# New Brunswick Free Public Library

## Statement on Ethics

Revision Approved December 19, 2007

Since the public trust is involved in being a member of the Board of Trustees or in employment by the New Brunswick Free Public Library, and since any public perception of self-interest should be discouraged, the Board of Trustees has adopted the 1981 American Library Association's Statement on Ethics and also the following guidelines:

1. **Self-dealing:** Board members will not involve themselves for profit in rendering any service to the library. Board members will not use their position or the knowledge gained from holding that position in such a way that a conflict arises between the library's interest and the Board members personal interest.
2. **Library Services, Rules, and Regulations:** The Trustees expect the services rendered and the rules applied to them will be the same as to any patron of the library.
3. **Employment:** It is the intention of the Library to hire the most qualified applicant for any position regardless of extraneous criteria. Among equally qualified applicants, the Library will prefer applicants with ties to the community especially those live in the community. The Board discourages the employment of relatives of the Board members and staff and requires the Board's prior approval of all such hirings.
4. **Intellectual Works:** Without the express prior permission of the Board of Trustees, any intellectual work created by staff using work time or as a by-product of their work may not be distributed with the intention of profit. All such works distributed not for profit should bear suitable attribution to the Library.
5. If a Trustee or staff member has a financial or personal interest in a proposed action of the library or holds a position in organization involved in a transaction with the library, the trustee must make full disclosure of such interest before any discussion or negotiation of the transaction.
6. Being truthful in dealings with others (clients, co-workers, etc) is essential for healthy relationships and interactions. Staff will avoid misstatement of facts, omissions, or expressions that deliberately confuse others. Staff, administration, and Board will take responsibility for errors and mistakes and acknowledge them.
7. Competency; in knowing tasks and doing them well is the first step to excellence. This requires knowledge and proficiency in current practices and techniques of the profession.
8. The Library's success is dependent on cooperation and teamwork. Service to the patron is achieved seeing how our individual actions affect the whole. Being helpful to co-workers, offering reciprocal assistance and tolerance reinforces cooperation and teamwork.
9. Every staff member should seek new ways to improve our effectiveness and should make suggestions appropriately.
10. A summary of our ethical precepts is "Do unto others as you would have them do unto you" as a proactive charge obligating us to be compassionate and understanding of those we serve.

## 1981 American Library Association's Statement on Ethics

### Introduction

Since 1939, the American Library Association has recognized the importance of codifying and making known to the public and the profession the principles which guide librarians in action. The latest revision of the Code of Ethics reflects changes in the nature of the profession and in its social and institutional environment. It should be revised and augmented as necessary.

Librarians significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, librarians 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.

Librarians are dependent upon one another for the bibliographical resources that enable us to provide information services, and have obligations for maintaining the highest level of personal integrity and competence.

#### Code of Ethics

I. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.

II. Librarians must resist all efforts by groups or individuals to censor library materials.

III. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.

IV. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.

V. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.