

## **LIBRARY EMPLOYEES' CODE OF ETHICS**

Jefferson-Madison Regional Library encourages employees to strive for the highest level of ethical conduct, and to that end employees will:

1. 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.
2. Resist all efforts by groups or individuals to censor library materials.
3. Protect each patron's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Make a good faith effort to recognize and respect intellectual property rights.
5. Adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions, treating co-workers and other colleagues with respect and fairness, and fostering workplace conditions that safeguard the rights and welfare of all employees.
6. Distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
7. Avoid situations in which personal interests might be served or financial benefits gained at the expense of the library patrons, colleagues, or Jefferson-Madison Regional Library.

(Adapted from the A.L.A. Statement on Professional Ethics, 1981)

Adopted May 21, 2001