

## **Jasper County Public Library Code of Ethics Policy**

The Jasper County Public Library (the “Library”) has adopted this code of ethics to guide its board members and staff. The Code contains broad principles reflecting the types of behavior the Library expects towards constituents, donors, employees, peers and the public.

This policy cannot and does not embody the totality of the Library’s ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority.

Board members and staff are to:

1. Listen to our stakeholders and make all reasonable efforts to satisfy their needs and concerns within the scope of our mission, and to strive for excellence and innovation and demonstrate professional respect and responsiveness to constituents, donors and others.
2. Make an effort to understand, respect and support our constituents from other cultures, exemplified by the contributions of our staff and executive leadership, and to contribute to an organizational culture that respects the diverse, individual contributions of staff and leadership.
3. Respect the confidentiality of sensitive information about the Library, its patrons, constituents, donors, board and employees.
4. Comply with applicable federal, state and local laws, regulations and fiduciary responsibilities.
5. For the board of directors, provide credible and effective oversight to the organization’s work without personal bias.
6. Not accept commissions, gifts, payments, loans, promises of future benefits or other items of value from anyone who has or may seek some return benefit from the Library, other than occasional gifts of nominal value that are in keeping with good business ethics.
7. Abide by the governing documents and policies of the Library.
8. Comply with the Library’s Equal Employment Opportunity/Anti-Harassment Policy
9. Use library assets only in furtherance of Library business.
10. Encourage and contribute to safe and secure operations and work environments.
11. Respect our natural environment by using resources appropriately and efficiently.
12. Openly and honestly tell the truth.
13. Honor our commitments and promises to the best of our abilities.
14. Appropriately acknowledge contributions from other individuals and organizations who help facilitate our goals.
15. Refrain from any conflict of interest or situation that gives the appearance of conflict or impropriety.
16. Be good and responsible stewards of the Library’s physical and financial resources, including but not limited to collections, materials, and information technology.
17. Distinguish, as needed, between personal statements or expressions and the views of the library.

Adopted July 2016; reviewed 1/23

**Jasper County Public Library**  
**Code of Ethics – Disclosure Form**

This form must be completed annually by all members of the board of directors and staff.

The undersigned, by their affixed signature, acknowledge receipt of and agree to abide by the Library's Code of Ethics policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position within the organization (e. g. board member, staff)

\_\_\_\_\_  
Date