

Springfield Library

Code of Ethics

Statement of Commitment

The Board of Trustees of the Springfield Library and the Springfield library staff share the responsibility of providing quality library services to the residents of Springfield, New York. The Code of Ethics, provided herein, represents the board's commitment to the ethical standards of our library. Failure to adhere to this Code of Ethics by any individual trustee may result in removal from the board.

Springfield Library recognizes the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees, and library staff.

Ethical Guidelines

Trustees make a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, integrity, and honor.

- Trustees should be passionate about libraries and the values libraries uphold, supporting all those in their pursuit of lifelong learning without bias.
- Trustees and staff must distinguish clearly between their personal attitudes and philosophies and those of the Springfield Library, acknowledging the formal position of the board even if they personally disagree.
- Individual trustees and staff should publicly support policies and rules adopted by the majority of the library board.
- Trustees must conduct library business only during Executive Sessions* of the board. Individual trustees should not act independently of the board or make decisions without board approval.
- 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.
- Trustees must not divulge information learned during Executive Sessions* of the board, or any information regarding future board plans or actions until such action is officially taken. Contract negotiations are in the purview of the assigned board committee/representative.
- Trustees are required to sign a Conflict of Interest Policy and must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the situation. It is incumbent upon any trustee to recuse himself or herself immediately whenever the appearance of a conflict of interests exists.
- Trustees must make decisions in the best interest of residents in all parts of the Springfield Library's chartered service area. No preference will be given to any town, village, or group of people.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of the library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

* A detailed definition of Executive Sessions can be found in the Handbook for *Library Trustees of New York State, 2018 Edition, Page 30.*

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We, the staff of Springfield Library, control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we 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.

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 respect the principles of intellectual property rights.
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 the library.
6. We do not advance private interests at the expense of library users, colleagues, or the Springfield Library.
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 the Springfield Library or the provision of access to its 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.

Adopted by the Springfield Library Board of Trustees January 14, 2019