

William B. Ogden Free Library
CODE OF ETHICS

Library trustees are accountable for the resources of the library as well as to ensure 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 their duties and responsibilities effectively and with truth, honor, and integrity.

Guiding Principles:

- 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.
- Trustees shall comply with all the laws, rules, and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- 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 of Trustees even if they disagree.
- 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 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.
- Trustees shall immediately disqualify themselves whenever the appearance of, or an actual, conflict of interest exists (refer to the [Conflict of Interest Policy](#)).
- 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.
- Trustees shall not interfere with the management responsibilities of the Director or the supervision of library staff.
- Trustees shall support the efforts of staff in resisting censorship of library materials by groups or individuals.

Therefore: To preserve and uphold the William B. Ogden Free Library's reputation as an organization of unimpeachable integrity, each library trustee will sign the Code of Ethics policy at the beginning of each calendar year (and at the commencement of their service) during their tenure with the William B. Ogden Free Library.

Signature _____ Date _____

Printed Name _____

Adopted November 2019
Reviewed & Revised September 2023