

**RIVERHEAD FREE LIBRARY
LIBRARY TRUSTEE, OFFICER AND EMPLOYEE
CODE OF ETHICS**

The Riverhead Free Library Board of Trustees recognizes the importance of codifying and making known to the staff and the public the ethical principles that guide the work of Library Trustees and Library Employees.

Ethical dilemmas occur when values are in conflict. This Code of Ethics states the values to which we are committed and embodies the ethical responsibilities of Trustees and Employees in this changing information environment.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equal access; and accurate unbiased and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist efforts to censor library resources.
- III. 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.
- IV. We shall not disclose confidential information acquired in the course of official duties or use such information to further personal interests. Topics discussed in an Executive Session will not be shared.
- V. We recognize and respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- VI. We treat co-workers and colleagues with respect, fairness and good faith and advocate for conditions of employment that safeguard the rights and welfare of employees.
- VII. We do not advance private interests at the expense of library users, colleagues or the Library.
- VIII. We distinguish between our own personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the

goals of the Library or the provision of access to information resources. The Library is an apolitical organization.

- IX. A Trustee or Employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her in the performance of his/her official duties or was intended as a reward for any official action.
- X. A Trustee or Employee may not invest or hold investment directly in any financial, business, commercial or other private transaction that creates a conflict with official duties.
- XI. It is the responsibility of the Trustee, Administrator or Employee to disclose any information which might indicate a conflict of interest in any matter or if the individual has any influence on transactions involving purchases, contracts or leases from which he/she may gain financially pertaining to the Riverhead Free Library.
- XII. We strive for excellence by maintaining and enhancing our own knowledge and skills and by encouraging professional development.

Signature

Date
