

Board of Trustees and Library Employee Ethics Policy

The Pennsauken Free Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Pennsauken Free Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members and employees should uphold the integrity of the Pennsauken Free Public Library and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Pennsauken Free Public Library.
- Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial, and objective manner.
- Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- Board members and employees should not use or attempt to use their position with the Pennsauken Free Public Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.

Therefore:

To preserve and uphold the Pennsauken Free Public Library's reputation as an organization of unimpeachable integrity, each Board member and employee will sign a "Conflict of Interest" statement and an "Ethics Statement" at the beginning of each calendar year (and at the commencement of his/her service) during their tenure with the Pennsauken Free Public Library.

Compliance:

If any Board member or the director appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the executive committee to discuss the issue. The personnel committee will make a recommendation to the full Board based on their findings.

Employees who are or appear to be in conflict with the "Guiding Principles" will be asked to meet with the director who will make a determination as to discipline or termination based on his or her findings.

Adopted by Pennsauken Free Public Library: May 20, 2019

Trustee Ethics Statement

Pennsauken Free Public library Trustees are accountable for the resources of the library as well as to see 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 his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- 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 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.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- 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 librarians in resisting censorship of library materials by groups or individuals.

Signature_____ Date_____

Adapted by the United for Libraries Board
Approved by the United for Libraries Board in January 2012

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Adopted by Pennsauken Free Public Library: May 20, 2019