

Code of Ethics

The Elwood Public 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 Library significantly influences and/or controls the selection, organization, preservation and dissemination of information. In a political system grounded in an informed citizenry, we are 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.

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.

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.

We uphold the principles of intellectual freedom and resist efforts to control information.

We protect each library users right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted; and we recognize the importance of keeping discussions that take place in executive session confidential.

We recognize and respect intellectual property rights.

We treat employees, co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of employees.

We do not advance private interests at the expense of library users, colleagues, or the Library.

We distinguish between our own personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of the Library or the provision of access to their information resources.

We strive for excellence by maintaining and enhancing our own knowledge and skills, and by encouraging professional development.