

ETHICS POLICY

FOR THE

MT. ANGEL PUBLIC LIBRARY ADVISORY BOARD, LIBRARY EMPLOYEES & LIBRARY VOLUNTEERS

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

Guiding Principles for Library Advisory Board, Library Employees and Library Volunteers:

- Should uphold the integrity of the Mt. Angel Public Library and should perform their duties in a fair, impartial, objective, and diligent manner
- Should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system
- Must respect the confidential nature of library business and not disclose such information to anyone
- Shall support the efforts of the library in resisting censorship of library materials by groups or individuals, and also be aware of and in compliance with Freedom of Information laws and policies
- 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 Mt. Angel Public Library
- 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 the public's trust
- Should not use or attempt to use their position with the Mt. Angel Public Library to obtain unwarranted privileges or advantages for themselves or others
- Should not be swayed by partisan interests, public pressure, or fear of criticism
- Should not denigrate the organization or fellow Board members, employees and volunteers in any public arena
- Shall comply with all the laws, rules and regulations that apply to them and to their library
- 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/Library even if they disagree
- Shall immediately disqualify him/herself whenever a conflict of interest or the appearance of a conflict of interest exists

- Shall not interfere with the management responsibilities of the Director or the supervision of library staff, and shall uphold the established chain of command.

Therefore:

To preserve and uphold the Mt. Angel Public Library's reputation as an organization of unimpeachable integrity, each Board member, employee and volunteer will sign a Ethics statement annually (and at the commencement of his/her service) during their tenure with the Mt. Angel Public Library.

Compliance:

- If any Board member or the Library Director appears to be with conflict of the "Guiding Principles" above, he or she will be asked to meet with the Library Advisory Board to discuss the issue. The Board will make a recommendation to the City Council.
- Employees and volunteers who are or appear to be in conflict with the "Guiding Principles" may be subject to discipline or discharge.