

## **Code of Ethics for Elizabeth B Pert Library Hector, NY**

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### **Preamble**

The Elizabeth B Pert Library is committed to providing services that support the free exchange of ideas, foster lifelong learning, and ensure equitable access to information for all members of the community. This Code of Ethics outlines the core values and principles that guide the library's operations, conduct of its staff, and interactions with the public. The library seeks to uphold the highest ethical standards in all aspects of its work, ensuring that services are delivered with professionalism, respect, and integrity.

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### **1. Service to the Public**

- The library will provide high-quality services that meet the informational, educational, cultural, and recreational needs of the community.
- All patrons will be treated with respect, dignity, and fairness, regardless of race, ethnicity, age, gender, disability, religion, sexual orientation, or socioeconomic status.
- The library strives to create an inclusive and welcoming environment for all individuals.

### **2. Intellectual Freedom**

- The library supports and defends the principles of intellectual freedom, recognizing the right of individuals to access information and ideas from a variety of viewpoints, without censorship or restriction.
- The library's collection will reflect diverse perspectives, and patrons are free to explore all ideas, regardless of popularity or controversy.

### **3. Privacy and Confidentiality**

- The library will protect the privacy of its patrons by maintaining the confidentiality of personal information and library records.
- Library staff will not disclose patron information, including borrowing history or personal data, except as required by law or with the express consent of the patron.

### **4. Professional Integrity**

- Library staff will conduct themselves with honesty, integrity, and professionalism in all interactions with patrons, colleagues, and the community.
- Staff members will make decisions based on the needs of the community, and avoid conflicts of interest, favoritism, or personal bias when performing their duties.

### **5. Equal Access and Opportunity**

- The library will ensure equal access to its services, programs, and resources for all individuals, regardless of background or ability.
- The library is committed to providing accommodations and accessibility for individuals with disabilities in accordance with applicable laws and guidelines.
- The library will seek to identify and eliminate barriers to access for underserved populations, ensuring equity and inclusivity.

## **6. Accountability and Transparency**

- The library will be accountable to the community it serves, ensuring that its policies, decisions, and actions are transparent and in alignment with the needs and values of the public.
- The library will regularly assess its services and operations, using feedback from patrons and staff to improve its offerings and increase its effectiveness.

## **7. Ethical Use of Resources**

- The library will use public resources, including funding, staff time, and physical space, efficiently and responsibly.
- The library will make responsible decisions regarding its collection development, ensuring that materials are selected based on their value to the community and adhering to ethical standards for diversity, accuracy, and intellectual freedom.
- Library staff will make fair and impartial decisions when allocating resources, ensuring that no group or individual is unfairly advantaged or disadvantaged.

## **8. Collaboration and Community Engagement**

- The library will actively engage with community members, local organizations, and other institutions to enhance its services, foster partnerships, and contribute to the cultural and educational development of the community.
- The library values collaboration, sharing knowledge, and working together to achieve common goals for the benefit of all.

## **9. Continuous Improvement and Professional Development**

- The library is committed to the ongoing professional development of its staff, encouraging continuous learning, knowledge sharing, and growth in order to improve service delivery.
- The library will keep abreast of technological advancements, trends in library science, and best practices to ensure that it remains relevant, innovative, and effective.

## **10. Promoting Literacy Across All Ages**

- The library is dedicated to promoting literacy across all ages, from early childhood through adulthood, recognizing literacy as the foundation for lifelong learning and personal empowerment.

- The library will provide a variety of resources and programs designed to encourage reading, language development, and information literacy, ensuring access to books, digital tools, and educational materials.
- The library will offer specialized programs, including story times, tutoring, and literacy workshops, to foster the development of literacy skills in young children, students, and adult learners.
- The library will prioritize outreach to underserved populations, ensuring that all community members have the opportunity to develop and enhance their literacy skills, regardless of their background or circumstances.

## **11. Respect for the Library's Mission and Values**

- All library staff will respect and uphold the mission, vision, and values of the library, working to promote its goals and ensuring that its services reflect the needs and priorities of the community it serves.
- Staff are expected to act in a manner that reinforces the library's commitment to accessibility, education, and community service.

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### **Conclusion**

The Code of Ethics is a guiding framework for all staff at the Elizabeth B Pert Library, helping to ensure that our services reflect the highest ethical standards and meet the needs of our community in a fair, inclusive, and professional manner. By adhering to these principles, we create an environment that promotes trust, respect, and collaboration, enhancing the library's role as a vital community resource. Through our commitment to promoting literacy, intellectual freedom, and equitable access to information, the library continues to play a key role in empowering individuals and enriching the community.