

## **JMRL EMPLOYEES' CODE OF ETHICS**

Jefferson-Madison Regional Library encourages employees to strive for the highest level of ethical conduct. JMRL employees are bound by the guidance on ethics in the City of Charlottesville's Personnel Policies. JMRL also generally follows the guidance on ethics for Library Employees set out by the American Library Association. To that end employees will:

1. 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.
2. Uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. Protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. Make a good faith effort to respect intellectual property rights and recognize a balance between the interests of information users and rights holders.
5. Treat co-workers and other colleagues with respect and fairness, and advocate conditions of employment that safeguard the rights and welfare of all employees.
6. Distinguish clearly in their actions and statements between their personal convictions and philosophies and their professional duties and do not allow personal beliefs to interfere with fair representation of the aims of the library or the provision of access to library resources.
7. Avoid situations in which personal interests might be advanced or financial benefits gained at the expense of the library patrons, colleagues, or Jefferson Madison Regional Library.
8. Strive for excellence by maintaining and enhancing knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the library profession.
9. Affirm the inherent dignity and rights of every person and provide unbiased access to a full spectrum of information about social issues such as bias, inequity, oppression, diversity, inclusion, and racial and social justice.

(Adapted from the American Library Association Statement on Professional Ethics, 2021)