

CUTCHOGUE NEW SUFFOLK FREE LIBRARY CODE OF ETHICS

A code of ethics is a written set of principles and expectations issued by an organization to help individuals at all levels of responsibility conduct their actions in accordance with its primary values and ethical standards. Sound ethical standards of conduct serve to increase the effectiveness of the Library's Board of Trustees, its Director, employees and volunteers. An ethical code of conduct promotes public confidence and trust in the organization and management of the Library. It provides assurance that all who serve the Library, whether as a trustee, Director or employee or volunteer, will do so with undivided loyalty to the Library's mission, vision and core values, and that they will act in the best interests of the Library's purposes and goals. The core of this Code of Ethics is grounded in the principles of honesty, integrity, transparency, equity, confidentiality, and accountability. Ethical conduct is the Library's highest priority.

This Code expresses the overarching principles of professional conduct and ethical behavior expected of the Library's volunteers, employees, Director and Trustees. Directives for how these principles are to be carried out in practice can be found in the Library's Operations Handbook, Employee Handbook and the Handbook for Library Trustees of New York State. In signing the disclosure form, each person commits to uphold the following principles and practices of ethical and professional behavior.

PRINCIPLES

- Treat every individual with dignity and respect
- Act with honesty and integrity in all of the Library's transactions and dealings
- Strive for excellence and innovation
- Achieve the highest levels of service, performance and social responsibility
- Endeavor to understand and support library patrons from other cultures and build an organizational culture that honors diversity

PRACTICES

- Uphold the principles of intellectual freedom and resist all efforts to censor Library resources
- Respect intellectual property rights and advocate balance between the interests of information users and copyright holders
- Safeguard the privacy of personal information obtained from or about the Library's patrons, donors, employees, volunteers, Director and Trustees through information sought or received and resources consulted, borrowed, acquired or transmitted
- Preserve and protect the confidentiality of the Library's important data, documents, and business records
- Protect from disclosure confidential information acquired in the course of his or her official duties and not use such information to further his or her personal interests

- Conduct the Library's activities in ways that are accountable and transparent to the community it serves
- Decline any offer of compensation, gifts, monetary payments, loans or promises of future benefits from anyone who has or may seek some return from the Library other than occasional gifts of nominal value that are in keeping with customary business practices
- Avoid conflicts of interest or situations that give the appearance of a conflict or other impropriety
- Refrain from conduct or activities that would have an adverse impact on the library and disclose any conduct or activities that could have an adverse effect on public perceptions of the Library
- Adhere to the policies and procedures for the Library's governance, financial operations, employee and volunteer management, fundraising activities, and program administration
- Perform Library functions in conformity with both the spirit and the letter of all applicable laws and regulations of the federal, state and local jurisdictions in which the Library operates
- Manage responsibly the Library's physical assets including but not limited to its building, collections, materials and information technology;
- Utilize the Library's financial resources and assets only in furtherance of the Library's business and organizational goals
- Treat the Library's Trustees, Director, employees and volunteers with fairness and good faith and provide conditions commensurate with their rights and welfare

**Cutchogue New Suffolk Free Library
Code of Ethics - Disclosure Form**

This form must be completed by all members of the Board of Trustees, Director, employees and volunteers.

In signing this document, I acknowledge receipt of the CNSFL Code of Ethics and agree to abide by the standards of ethical behavior set forth in it.

I further understand that failure to maintain these standards may result in temporary or permanent loss of position.

Signature

Printed Name

Title