

**CODE OF ETHICS OF HEERMANCE MEMORIAL LIBRARY**  
**Approved June 21, 2007 by the Board of Trustees of the Heermance Memorial Library**

Statement of Commitment

It is the responsibility of the Board of Trustees of the Heermance Memorial Library and the individual trustees to ensure that the Heermance Memorial Library provides quality library service to the residents of the community we serve. The Code of Ethics, which follows, represents our commitment to the ethical standards for our library which are designed to ensure that quality service.

Ethical Guidelines

- The management of the library is the responsibility of the library director. It is the director's job to select books and other library materials, employ the staff and supervise day-to-day operations. It is the responsibility of the Board of Trustees to set policies for library operations while keeping in mind its fiscal responsibilities to the taxpayers of the library district.
- Trustees must distinguish clearly between their personal attitudes and philosophies and those of the institution. After a policy or rule is adopted by a majority of the library board, individual trustees should not criticize or disagree with those decisions publicly.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information. Trustees must not divulge information learned during executive sessions of the board, or any information regarding future board plans or actions until such action is officially taken.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the situation.
- It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interests exists.
- All rules and policies directed to the library director must be approved by a quorum of the board at a regular meeting.
- The Board of Trustees must notify the library director in a timely fashion of all board meetings. The director is expected to attend board meetings.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board membership are expected to perform all the functions of library trustees. If a trustee is unable to attend meetings regularly and complete work delegated to him or her, the trustee should resign so that an active member can be appointed.