

Jessamine County Public Library Board Member and Employee Ethics Policy		
Effective date: 06-14-2012	Last revised: 06-21-2023	Last reviewed: 06-13-2024

The Jessamine County Public Library (JCPL) depends on the trust of the community to successfully achieve its mission. Therefore, it is crucial that all Board Members (including Trustees and Advisory) and Employees conduct business on behalf of the Library with impartiality and diligence, avoiding the appearance of impropriety.

Guiding Principles:

- Board Members and Employees must uphold the integrity of the Library by safeguarding freedom to read and customer access to library material as stated in the Jessamine County Public Library Bill of Rights. (See next page; see also the Collection Development Policy.)
- Board Members and Employees must not discriminate in any manner that violates local, state, and federal law.
- Board Members and Employees must protect and uphold library customers' right to privacy in their use of the Library's resources.
- Board Members must immediately disclose to the Board any conflict of interest they may have with regard to any official action or business before the Board and abstain from any involvement in or decision-making on said issue if they do have such a conflict of interest.
- Board Members and Employees must avoid situations in which there is a reasonable probability that their personal interests may appear to be in conflict with the best interests of the Library.
- Board Members and Employees must abstain from any official action in which their personal interest could reasonably be perceived as compromising their ability to act in a fair, impartial and objective manner.
- Board Members and Employees must not act in any way that may reasonably create an impression that they are engaged in conduct that violates their responsibilities as Board Members or Employees.
- Board Members and Employees must not use or attempt to use their position with the Library to obtain personal privileges or advantages for themselves, their friends, or their families.
- Board Members and Employees must not be swayed by partisan interests, public pressure, or fear of criticism when carrying out their official duties.
- Board Members and Employees must strive to uphold the integrity of the Library and be respectful to their fellow Board Members and Library Employees in all settings.

Compliance:

If any Board Member or the Executive Director appears to be in conflict with the "Guiding Principles" above, they will be asked to meet with the Board as a whole to discuss the issue. The Board will make a recommendation to the Board Member or Executive Director as to how the conflict may be rectified. Failure to rectify the conflict to the satisfaction of the Board may result in a Board recommendation for the removal of the offending Board Member or termination of the Executive Director. Employees who are or appear to be in conflict with the "Guiding Principles" will be asked to meet with the Executive Director who will make a determination as to discipline or termination based on the findings.

Jessamine County Public Library Bill of Rights:

The Board of Trustees of the Jessamine County Public Library affirms that the Library is a forum for information and ideas. Therefore:

1. Books and other library resources will be provided for the interest, information, and enlightenment of all customers of the Library. Materials will not be excluded because of the origin, background, or views of those contributing to their creation.
2. The Library will provide materials and information presenting a diversity of points of view on current and historical issues. Materials will not be prohibited or removed because of partisan or doctrinal disapproval.
3. The Library will challenge censorship, as well as efforts to abridge free access to ideas, as it provides information and enlightenment.
4. A person's right to use the Library will not be denied or abridged because of that person's origin, background, or views.
5. The Library will make its meeting rooms and exhibit spaces available to the public on an equitable basis, regardless of the beliefs or affiliations of the persons or groups requesting their use.

The Jessamine County Public Library Bill of Rights is a statement on intellectual freedom and censorship. Some provisions have incorporated language from the American Library Association's Library Bill of Rights. The American Library Association's Interpretations of its Library Bill of Rights are not applicable to the JCPL Bill of Rights.

Acknowledgement:

The following statement will be completed and signed by each Trustee at the beginning of each fiscal year. This requirement does not absolve any Trustees of their independent obligation to disclose any conflict of interest as it arises on an ongoing basis. Completed forms shall be retained as a part of the Library's records:

I, _____, acknowledge my review of the Library's Ethics Policy and affirm the Guiding Principles herein. As a part of my commitment to the transparent administration of the Library's business and finances, I affirm as follows:

- ☐ I have no affiliations to business, political, or other interests which would influence the decisions that I make in regards to the Library's business and finance.
- ☐ I disclose the following known affiliations that may influence my decisions or that should be a consideration when actions are made by the Board:

Signed: _____

Date: _____