

Ethics and Guiding Principles

The Garden City Library Board, and the management and staff of the Garden City Public Library, will conduct themselves in accordance with the following Code of Ethics and guiding principles.

Section 1: Code of Ethics

The Garden City Public Library serves a vital role in the community, providing free access to ideas, resources, and information in a non-judgmental environment. It informs, educates, enlightens, and entertains the members of the community. Therefore, Library Board adopts the American Library Association's Code of Ethics in whole to guide the Board, staff, and volunteers of the Library in provision of these vital library services to the community. In addition, because these services are provided primarily through the expenditure of public funds, the Board adopts the following statements to guide the Board and staff of the Library in ethical financial decision making:

- We will exercise prudence in the management of public funds;
- We will disclose the information needed for the public to understand the financial condition of their Library;
- We will uphold the letter and the spirit of the law;
- We will avoid conflicts of interest;
- We will refuse gifts or favors that could be perceived to influence our decisions;
- We will not seek personal gain in the conduct of the Library's business;
- And we will develop the policies, procedures, and systems necessary to ensure honest and transparent financial management of the Library.

Section 2: ALA Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We 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. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We 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. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.