



Ethics & Privacy Policy
Shelby County Public Library
Adopted September 5, 2024

The Shelby County Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all employees conduct business with the highest level of integrity, avoiding any impropriety or the appearance of impropriety.

Guiding Principles

Employees will:

- Act according to the highest ethical and professional standards of conduct
 - Includes but not limited to:
 - Arriving on time
 - Dressing appropriately
 - Using language suitable for the environment
- Recognize the right of library patrons to receive equitable and unbiased service regardless of patron's age, status, race, religion, sexuality, or perceived importance of their question.
- Ensure compliance with applicable laws, procedures, and workplace rules of the Shelby County Public Library
- Follow sound financial practices, including accurate financial reporting, processes to protect assets and responsible fiscal management and internal controls
- Refrain from engaging in activities that conflict with their fiduciary, ethical, and legal obligations of Shelby County Public Library
- Communicate ethical standards of conduct through instruction and example
 - Includes but not limited to:
 - Speaking to all patrons in a respectful manner
 - Not talking negatively or spreading gossip about patrons
 - Not talking negatively or spreading gossip about staff
- Conduct themselves in a manner consistent with the [American Library Association's Code of Ethics](#) (click on link or can be found at end of policy)
- Abide by the [Evergreen Indiana Code of Ethics for Staff](#) (click on link or can be found at end of policy)

Therefore:

To preserve and uphold the Shelby County Public Library's reputation as an organization of integrity, each employee will sign an Ethics and Conflict of Interest Statement.

Compliance:

If an employee is, or appears to be, in conflict with the "Guiding Principles" they will be asked to meet with the director who will then decide whether to discipline or terminate based on his or her findings.



Privacy

Our Commitment to Our Patrons

The Shelby County Public Library is committed to protecting the privacy and confidentiality of patron records. The library collects personal information only to deliver requested services. The library will not sell, share, or trade our patrons' names, personal identifiable information, or library account information with any other entity except those working under contract or as required by law. We will not send mailings to our patrons on behalf of other organizations not directly affiliated with the Shelby County Public Library. The library provides our website as a public service to our patrons and respects the privacy of each visitor.

Access to Patron Information

All patron records are confidential and may only be disclosed to/by:

- Library staff performing job duties
- Cardholders upon proof of identity
- Parents or guardians of minors (limited access)
- Under court order or subpoena

If the library cardholder is under the age of 18, the parents or legal guardians may only be given information associated with the materials that have accrued fees.

Library patrons may access their personally identifiable information and are responsible for keeping it accurate and up to date. This can be done online or in person. Proof of identity is required to update information in person and a password is required to update information online.

Surveillance

The library uses digital video surveillance inside and outside our library locations. Digital video may be stored for up to 30 days. Video is only available to view by authorized library staff or law enforcement authorities following a warrant or subpoena.

Linking to Other Websites

The library's website contains links to other websites. The content or privacy policies of other sites are not the responsibility of the library. Users are subject to the privacy policy of other sites once they link to them.

Enforcement

Library patrons who have questions, concerns, or complaints regarding the library's handling of their privacy and confidentiality rights should request to speak to a library manager. The library will respond promptly and may investigate or review practices and procedures.



**SHELBY COUNTY
PUBLIC LIBRARY**

WWW.MYSHELBYLIBRARY.ORG

57 W. Broadway St.
Shelbyville, IN 46176

127 E. Main St.
Morristown, IN 46161

Library records are not made available to any agency of state, federal, or local government without a subpoena, warrant, court order, or other legal document requiring the library to do so. All staff have been trained to refer any law enforcement requests to library administrators.

The library takes seriously its obligation to protect the privacy of every patron. Any appearance of inconvenience to patrons to protect patrons' privacy is unintentional, but the library believes it is a small cost for the assurance that an individual's reading preferences and use of the library will remain exclusively a person's business.



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.



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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.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.



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Evergreen Indiana Code of Ethics for Staff

I acknowledge that I have an obligation to the Evergreen Indiana Project and agree to comply with this Code of Ethics:

I shall not violate the privacy and confidentiality of information entrusted to me or to which I may gain access, including a patron's private information or reading records. A patron's personal information, history, or records will not be provided to anyone without legal authorization. Further, I agree to take appropriate action in regard to any illegal or unethical practices that come to my attention.

I shall not use knowledge of a confidential nature to further my personal interests or for personal gain for myself or others.

I have an obligation to the Evergreen Indiana project to use equipment and software only for the purposes intended.

I shall keep my personal skills and knowledge up-to-date and insure that proper expertise is available to the public as needed.

I will share my knowledge by participating in Evergreen Indiana Committees; I will recommend policies and procedures to improve service delivery in accordance with the participation agreement.

I shall accept full responsibility for the work I perform.

I shall cooperate with other Evergreen Indiana members, treating them with honesty and respect.

I will avoid conflict of interest and insure that the appropriate Indiana State Library management is aware of potential conflicts.

I will not exploit the weakness of a computer system for personal gain or personal satisfaction for myself or others.

I acknowledge that I must provide a signed copy of this form if my library is audited for compliance by Evergreen Indiana.



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Ethics & Conflict of Interest Statement

I, _____, agree to abide by the Code of
(printed employee name)
Ethics and Privacy Policy set forth by the Shelby County Public Library.

Employee Signature

Date