

Knox Public Library

Code of Ethics

The Knox Public Library endorses the American Library Association Code of Ethics (see Appendices) and expects that all staff will strive to maintain the highest levels of personal and professional integrity.

Public employees are held to a high standard of ethical behavior. No staff member may accept or solicit any gift or service that is offered to influence the employee's action, seeks to curry special privileges or favors, or is given to reward the employee for doing his or her job. Token items, such as food or flowers, may be accepted and shared with staff. Items of value must be refused or returned to the giver. In exceptional cases where the item cannot be returned, the Director will donate the item to an appropriate local charity.

Staff is also prohibited from using their position for private gain and from transacting library business with any entity in which they have a financial interest.

Staff is encouraged to discuss any concerns about their own handling of potential problems with the Director before or after a situation has occurred.

Appendices:

American Library Association Code of Ethics

<https://www.ala.org/united/sites/ala.org.united/files/content/trustees/orgtools/policies/ALA-code-of-ethics.pdf>

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