

Macedon Public Library

Policy Handbook



Policies created and reviewed bi-annually by Macedon Public Library Board of Trustees. Implemented daily by Macedon Public Library Director and staff members.

CORE MISSION, VISION & VALUES

Vision

To connect people and ideas while inspiring delight and a strong desire to return.

Mission Statement

Connecting people and ideas with outstanding customer service, easy access to diverse, relevant resources and a memorable experience.

Values

Integrity: All patron information will be treated with absolute confidentiality at all times.

Communication: We will keep the community informed of our resources, programs and services and use a variety of tools to keep the lines of communication open.

Creativity: We will offer resources, programs and services targeted at promoting creativity within the community.

Accountability: We will be openly accountable to the community members.

Respecting Diverse Needs: We recognize that there are many different reasons people choose to use the library. We respect educational and recreational informational needs and do not judge the needs patrons choose to unveil to us.

Community Partnership: We strive to partner with local community members, businesses and organizations to provide the best possible library.

Ethical and Professional: All library staff and volunteers will consistently treat patrons honestly, amiably and professionally.

Commitment to Excellence: All library staff will be trained thoroughly at staff meetings, system meetings and attendance at library or technology orientated conference in order to provide the highest level of service.

Optimistic Attitude: There will consistently be a positive, uplifting vibe in the library.

Inspiring and Empowering: All staff will go above and beyond to both inspire and empower community members to reach and exceed their information needs.

Delight: Patrons will leave the library delighted and have a strong desire to return.

Library Bill of Rights

The American Library Association (ALA) affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information representing all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views or any physical or mental challenges.
6. Libraries which make exhibits spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

6/18/48 *Adopted by ALA*

10/19/79 *Amended by the ALA Council*

Code of Ethics

As members of the American Library Association (ALA), 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 ALA Code of Ethics states the values to which we are committed and embodies the ethical responsibilities of the profession in this changing 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.

- I. We provide the highest level of services to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. 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.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith. We advocate conditions of employment that safeguard the rights and welfare of all employees or our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues or our employing institutions.

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Code of Ethics

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VII. 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.

VIII. 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.

Statement of Ethics for Trustees

Trustees must promote the highest level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution.

A trustee must respect the confidential nature of library business while being aware of and in compliance with New York's Freedom of Information Act.

Trustees must be prepared to support to the fullest the efforts of librarians to resist censorship of library materials by groups or individuals.

Trustees who accept appointment to the library board are expected to perform the duties and responsibilities of a trustee.

Endorsed by the boards of directors of the American Library Trustee Association and the Public Library Association, 6/85.

In addition, A Handbook of Trustee Duties and Responsibilities shall be provided by the library to incoming trustees, who will be encouraged to familiarize themselves with it.