

CODE OF ETHICS

A. STATEMENT ON PROFESSIONAL ETHICS

The American Library Association "Statement on Professional Ethics" as adopted 1939 Midwinter Meeting by the ALA Council and as amended June 30, 1981, June 28, 1995, and January 22, 2008 is included as a part of this Code of Ethics Policy, and the Board hereby endorses said statement as follows:

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 or 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.

The District adds these additional points to the Statement on Professional Ethics:

9. Any employee upon being hired or promoted to a decision-making position shall disclose to the Board any potential conflict of interest. If during the course of employment, an area of potential conflict of interest develops for an employee in a decision making position, they are required at that time to make full disclosure. Conflict of Interest statements shall then be updated as circumstances warrant. All Conflict of Interest statements shall be referred to only to eliminate any potential conflict of interest.
10. No employee of the District shall accept a fee, gift or other valuable item for personal use from any person or group of persons where such gift or other valuable item is given in the hope or expectation of receiving a favor or better treatment than others wishing to do business with the District.

B. DISCLOSURE POLICY

The District requires that employees protect District information and avoid outside activities or relationships which do or could adversely influence their decisions or actions on the job.

Employees must avoid participating in any transaction or taking any action that may result in a conflict of interest with their position. Examples of conflict of interest include, but are not limited to, accepting gifts in violation of the District's Accepting Gifts Policy, fees, or other valuable items for personal use from any person or group of persons associated with, or seeking or providing business to the District; or being self-employed in an occupation which competes with the District. For more information regarding accepting gifts, please see the Accepting Gifts policy.

Employees with direct ownership, partnership or personal involvement in supplier companies or distribution outlets related to District business must report their involvement and relationship to supplier companies and distribution outlets through the District's Conflict of Interest form. Additionally, employees with relatives that the District does business with must report their relationship through the "Conflict of Interest" form.

If employees have any questions about a possible conflict of interest, they should discuss the matter with their supervisor and with the Human Resources Department for a final determination. The employee may be required to complete the "Conflict of Interest" form.

C. ACCEPTING GIFTS

The Board and District employees shall observe the ethical standards with regard to accepting gifts, as derived by Colorado law Section 24-18-104, C.R.S., as may be amended from time to time. It is a violation to accept gifts of substantial value or a substantial economic benefit tantamount to a gift of substantial value from individuals or firms with whom the District does business. Gifts that are not considered of substantial value or gifts of substantial economic benefit tantamount to gifts of substantial value include, but are not limited to, an unsolicited item of trivial value; a gift (including luncheons or dinners) with a fair market value of \$53.00 or less; an unsolicited token or award of appreciation; and unsolicited informational material, publications, or subscriptions related to the performance of official duties on the part of the Trustee or employee. Failure to comply with the aforementioned provisions may result in corrective action, up to and including termination of employment.

Section 24-18-104, C.R.S. should be consulted in determining whether a Trustee or employee may accept a gift. If an employee has any questions as to whether he or she may accept a particular gift, including payment for luncheons or dinners, the employee should discuss the matter with his or her supervisor and with the Human Resources Department for a final determination.