

Staff Code of Conduct

1. Introduction

This policy sets out the expectations of the Board for staff conduct in using Library resources. It is intended to ensure a common understanding and expectation of staff conduct with respect to those resources.

1.1. Definitions

“Library” shall mean The St. Marys Public Library

“Board” shall mean the Library Board of the St. Marys Public Library

“CEO” shall mean the Chief Executive Officer of the St. Marys Public Library “Staff” shall mean all those working at the St. Marys Public Library

“Town” shall mean the Town of St. Marys.

“Human Resources” shall mean the Human Resources department of the Town of St. Marys.

2. Collection Access

Staff are granted generous access to the collection and borrow material without penalty of overdue fines.

The St. Marys Public Library is dedicated to the following principles of library service with respect to the use of library materials:

- All patrons are entitled to equal and timely access to library materials. This applies equally to members of the general public and to staff who are also library users. Library staff do not receive preferential treatment.
- Staff will abide by the Library’s rules and procedures for the borrowing and use of library materials. This includes observance of both the system checkout procedures for removing material from the premises, as well as the various local procedures that apply to the use of such things as new books and reference items. Adherence to these rules and procedures ensures the best possible access for all library users.
- Staff will not engage in the theft, defacement, or unauthorized borrowing of library materials, since these actions, besides being a violation of public trust, are illegal.

3. Internet and Computer Use

Staff have access to the Library’s internet, computers and electronic mail services for

work- related purposes and for personal use in accordance with Town policies. Staff are responsible for ensuring that their use of these resources is ethical and lawful. Staff will adhere to all policies of the Town in using these resources.

4. Client Databases and Other Information

Staff have access to the Library client and circulation databases as required to perform assigned duties and in addition are privy to requests for information and other personal information of clients and other of staff. Staff have a responsibility to respect the privacy of this information.

The Access to Information and Personal Privacy Policy governs the use and release of this information.

5. Infractions

Infractions of the Staff Code of Conduct are serious and may be dealt with through disciplinary and/or legal action.

History

Date of Latest Board Approval: March 2014

Date(s) of Revision(s): March 2006

Date of next scheduled review: March 2017

Note change of name from Employee Code of Ethics

Related Documents

Privacy and Access to Information and Personal Privacy Policy

Town of St. Marys Employment Policies

Reference and Information Policy