

# Code of Ethics and Conflict of Interest Policy

The principles outlined in this Code are articulated in general terms to assist with ethical decision-making. These statements offer a framework; they are not designed to prescribe conduct for specific situations.

The American Library Association has provided the following Code of Ethics. This document articulates the values of intellectual freedom that characterize the field of librarianship. It outlines broad principles that can serve as a guideline for individual professionals in the field and others working within a library, helping them navigate situations that involve ethical dilemmas.

- 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.
- We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- 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.
- We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- 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.
- We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- 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.
- 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.
- 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.

Morgan County Library Board of Trustees and employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the library wishes to operate.

All staff, trustees, and volunteers of the Morgan County Library must comply with all federal, state, and local laws governing ethical behavior and conflict of interest, including but not limited to:

- Missouri Revised Statutes Chapter 105 – Public Officers and Employees

<http://www.moga.mo.gov/statutes/chapters/chap105.htm>;

- Missouri Revised Statutes Chapter 182 – County and City Libraries

<http://www.moga.mo.gov/statutes/chapters/chap182.htm>;

- Missouri Ethics Commission requirements

<http://www.mec.mo.gov/>.

All staff, trustees, and volunteers of the Morgan County library will act with honesty, integrity and openness in all their dealings as representatives of the Library.

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

Any business or service relationship with a Trustee or company substantially owned or run by a Trustee shall comply with Missouri Revised Statutes Section 105.458.1 and said Trustee will recuse self from any votes related to the project.

It is incumbent upon all staff, trustees, and volunteers to disqualify themselves immediately whenever the appearance of a conflict of interest exists.

All staff, trustees, and volunteers must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the Library, acknowledging the formal policies of the Library even if they personally disagree.

All staff, trustees, and volunteers must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

***Approved by Library Board of Trustees on June 11, 2026***