

Codes of Conduct and Ethics

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Code of Ethics

The Belden Noble Memorial Library follows the ALA Code of Ethics, as laid out below (Citation: "ALA Code of Ethics", American Library Association, May 19, 2017, <https://www.ala.org/tools/ethics> (Accessed April 9, 2026), Document ID: 99e8708e-57c2-46d5-9b29-aa5b573332b0):

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 of 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.
9. 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.

Staff Conduct

Staff members have a special responsibility to:

- Maintain the principles of the ALA Library Bill of Rights and the Freedom to Read and Freedom to View statements.
- Understand and carry out the established policies and procedures of the Belden Noble Memorial Library and to express in a positive manner, directed toward appropriate channels, any concern with or objection to policies, philosophies, or programs.
- Protect the confidential relationship that exists between a library user and the library.
- Maintain an objective and open attitude of understanding, courtesy, and concern for the patrons' needs.
- Serve all patrons equally according to their needs.
- Make the resources and services of the library known and easily accessible to current and potential users.
- Be aware of the obligations of employment and of what constitutes abuse of working conditions and benefits.
- Acknowledge the importance of the work done by all staff and maintain a sense of loyalty to, and cooperation with, other staff members.
- Carry out assignments so that other staff members need not assume added responsibilities, except in times of emergency.
- Share knowledge and expertise with others.
- Represent the library in the community and elsewhere and promote library services when appropriate.

Patron Conduct

1. Patrons shall not assault, harass or annoy others in the library. Everyone should make a reasonable effort to not disturb others with excessively loud noise.
2. Smoking is prohibited throughout the library's facilities.
3. Non-alcoholic beverages may be consumed in the library if they are in closed containers. Alcoholic beverages are prohibited in the library unless previously approved by the library board, town board, and are in compliance with New York regulations.

4. Patrons shall not engage in any illegal activity while in the library building. Persons whose actions violate state or local law will be prosecuted.
5. Patrons shall not interfere with the use of the library by other patrons or with library employees' performance of their duties.
6. Patrons shall not deface or mar library materials including books, magazines, newspapers, recordings or other items of the library collection. Nor shall they deface, mar or in any way destroy or damage library furnishings, walls, machines, or other library property.
7. Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as interlibrary loan.
8. Unauthorized use of the library's computer network or failure to comply with the library's Internet Access and Use policy may result in suspension of library privileges.
9. In cases of disruptive behavior patron identification including name, address and phone number, may be requested.
10. Any patron not abiding by these or other regulations and regulations of the library may be required to leave the library premises and may forfeit his or her library privileges. Library employees will contact the police if deemed advisable.