



May 28, 2009

Sacramento Public Library Authority

Agenda Item 4.2: Sacramento Public Library Code of Ethics

TO: Sacramento Public Library Authority Board Members

FROM: Phil Batchelor, Interim Library Director

RE: Sacramento Public Library Code of Ethics

RECOMMENDED ACTION(S):

1. **Adopt** the Code of Ethics for the Sacramento Public Library system (Exhibit A).
2. **Approve** the display of the Code of Ethics in all library locations, in the public and work areas.
3. **Endorse** the plan to distribute and discuss the Code of Ethics in supervisors and branch and staff meetings, as well as utilize internal communications vehicles to ensure staff understands, supports, and adheres to the Code of Ethics.

FISCAL IMPACT

There is minimal fiscal impact. The only costs are for framing the document. The supplies budgets will accommodate the expenditure.

REASON FOR RECOMMENDATION

The second item on the Board approved Assessment List is "Work with the Board of Directors, management and staff to develop and implement a Code of Ethics for the Library."

A plan has been developed to distribute the Code to all staff, highlight it in the Director's Bulletin and the Friday Finale, hold discussions about it in staff meetings, and place framed copies of the Code of Ethics in public and work areas in all library locations.

BACKGROUND

On April 23rd, a staff committee met for the first of three meetings to draft the code of ethics document. Using language gathered from Library documents and codes of ethics from other organizations, the committee narrowed the number of items on the list to keep the Code simple and to the point while still ensuring that it was comprehensive enough to reflect the values and culture of the Sacramento Public Library.



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The second meeting allowed the committee to review and edit the composite document from the first meeting. After the content and form was accepted by the group, the draft Code of Ethics was sent to all staff with a request that they review the document and send comments, questions or concerns to the committee by May 12th.

Several staff members took advantage of the opportunity and all of the comments or questions were reviewed and discussed at the third and final meeting. Once the committee members agreed that the Code of Ethics was complete, it was scheduled for presentation at the May 28th Authority Board meeting for review and adoption.

NEXT STEPS

The next steps will be to take the proposed actions of placing the discussion item on meeting agendas, drafting the introductory remarks for the internal e-newsletters *Friday Finale* and the *Director's Bulletin*, and having the Code of Ethics framed and distributed to library locations.

ATTACHMENT

Exhibit A: Sacramento Public Library Code of Ethics



Sacramento Public Library Authority

SACRAMENTO PUBLIC LIBRARY CODE OF ETHICS

We as the Authority Board and the staff of the Sacramento Public Library agree to:

1. **Recognize and acknowledge the dignity and worth of every person we serve and those with whom we work.**
2. **Act with honesty and openness in all interactions with employees and the public.**
3. **Promote a working environment that values respect, courtesy, fairness and integrity.**
4. **Respect the rights and well-being of others and strive to ensure a cooperative and safe work environment.**
5. **Carry out our responsibilities in an ethical manner and avoid conflicts between our private interests and those of the Sacramento Public Library.**
6. **Acknowledge that we are responsible for upholding the public trust placed in us.**

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