

SC LENDS

Code of Ethics

I acknowledge that I have an obligation to SC LENDS and to ensure that each of our library employees complies with this Code of Ethics:

- I shall not violate the confidentiality of information entrusted to me or which I may gain access, including a patron's private information or reading records. A patron's personal information, history, or records will not be provided to anyone without legal authorization. Further, I agree to take appropriate action toward any illegal or unethical practices that come to my attention.
- I shall not use knowledge of a confidential nature to further my personal interests or for personal gain for myself or others.
- I have an obligation to SC LENDS to use equipment and software only for the purposes intended.
- I shall keep my personal skills and knowledge up to date and ensure that proper expertise is available to the public as needed.
- I will share my knowledge by participating in SC LENDS committees; I will recommend policies and procedures to improve service delivery in accordance with the Membership Agreement.
- I shall accept full responsibility for the work I perform for SC LENDS.
- I shall cooperate with other SC LENDS members, treating them with honesty and respect.
- I will avoid conflict of interest and ensure that the SC LENDS Advisory Committee is aware of potential conflicts.
- I will not exploit the weakness of a computer system for personal gain or personal satisfaction for myself or others.
- I will take all steps necessary to ensure that persons representing my library on SC LENDS committees will sign an agreement similar to this one which will be retained and made available if requested by SC LENDS.
- SC LENDS meetings are not recorded in an audio or visual format and cannot be posted to a public forum. Executive Board meeting minutes are considered a recording of the meetings.

Library Director Signature:

Library Director's Printed Name:

Library Entity:

Date:
