

THE CODE OF ETHICS OF THE LIBRARY OF VIRGINIA

The Library of Virginia's Code of Ethics serves as our broad framework of standards, a guide to ensure that as an organization and as individuals we adhere to the highest ideals governing our role as a library and research institution and as stewards of our shared intellectual, fiscal, and capital resources.

As colleagues, we recognize the importance of good judgment, ethical decision-making, and our inter-dependence on integrity and mutual trust.

We acknowledge, too, that each of us bears extraordinary responsibility for the care, sharing, and enhancement of a remarkable cultural heritage. Individually and together, we are also responsible for meeting, and whenever possible exceeding, the expectations and confidence bestowed by the public trust.

The Code is also intended as a public declaration—to communicate to each other and to our patrons, program partners, funders, vendors, peers, and state government the Library's commitment to the highest ethical standards.

We thus fully acknowledge to our many constituencies that we represent—we indeed are—the Library of Virginia, with all the responsibilities that privilege includes.

As individuals and as a team, we are entrusted to uphold the mission and vision of the Library of Virginia.

We carry out our public responsibilities, services, and programs with one another and the public with competence and fairness.

We provide the highest level of service, efficiently and courteously—to one another and to the public.

We endorse and promote open and timely access to the Library's resources and services.

We secure, enhance, and preserve collections related to Virginia history and culture, whether owned by or entrusted to the Library.

We support collection development, programs, and services that reflect Virginia's diversity.

We ensure that appropriate procedural and professional safeguards of all Library resources are in place and regularly reviewed.

We protect the confidentiality of personal and administrative records as provided by Library guidelines and by law.

We advance the interests and responsibilities of the Library fairly and professionally and without personal bias, prejudice, or preference.

We conduct ourselves free of conflicts of interest and influence, recognizing that as members of the Library of Virginia we act in behalf of the public good.

We do not misuse or exploit for personal gain any of the Library's resources, services, or programs.

As colleagues, we respect the opinions of one another and the principle of candid, free discussion.

We uphold the rights and welfare of one another and strive to ensure a cooperative and safe work environment.

We endeavor to increase our knowledge and skills as effective Library staff members.

We embrace the principles and laws guaranteeing equal opportunity and diversity in all aspects of employment, services, and programs.

We are responsible and accountable for our actions.