

**Honeoye Public Library
8708 Main Street
Honeoye, NY 14471**

Code of Ethics for Librarians and Library Employees

1. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians must resist all efforts by groups or individuals to censor library materials.
3. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed or acquired.
4. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
6. Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of the library users, colleagues, or the employing institution.
7. Professional Boundaries with Patrons
Staff members are expected to maintain professional boundaries with library patrons at all times. Personal relationships should not interfere with the staff member's professional duties or the library's operations. Employees must avoid engaging in personal or social relationships with patrons that create a conflict of interest, compromise objectivity, or affect the library's reputation.
8. Prohibition on Providing Rides to Patrons
To prevent potential conflicts of interest and ensure the safety and well-being of both staff and patrons, staff members are strictly prohibited from offering or providing transportation (rides) to library patrons. Such actions could blur professional boundaries and create situations that could be perceived as inappropriate or compromising.

9. Personal Friendships and Library Policies

While staff members are encouraged to be friendly and respectful toward patrons, personal friendships should never override the library's policies or procedures. Employees must make decisions based on the library's rules and professional standards, without being influenced by personal relationships. Any situation where personal connections might conflict with job duties or the library's mission should be disclosed to a supervisor or manager for guidance.

10. Impact of Personal Relationships on Library Operations

Personal relationships between staff and patrons must not interfere with the smooth operation of library services. Any relationship that affects the employee's ability to perform their job duties, disrupts library operations, or undermines the public's trust in the library will be subject to review and may result in corrective action.

Approved by the PLA Board of Directors, July 8, 1985.

Approved by the ALTA Board of Directors, July 8, 1985.

Honeoye Public Library Policy & Procedure Manual adopted May 1996.

Honeoye Public Library reviewed and accepted October 12, 2005.

HPL reviewed & adopted 10/12/2022