



EVERGREEN INDIANA CODE OF ETHICS FOR STAFF

I acknowledge that I have an obligation to the Evergreen Indiana Project and agree to comply with this Code of Ethics:

- I shall not violate the privacy and confidentiality of information entrusted to me or to 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 in regard to 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 the Evergreen Indiana project to use equipment and software only for the purposes intended.
- I shall keep my personal skills and knowledge up-to-date and insure that proper expertise is available to the public as needed.
- I will share my knowledge by participating in Evergreen Indiana Committees; I will recommend policies and procedures to improve service delivery in accordance with the participation agreement.
- I shall accept full responsibility for the work I perform.
- I shall cooperate with other Evergreen Indiana members, treating them with honesty and respect.
- I will avoid conflict of interest and insure that the appropriate Indiana State Library management 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 acknowledge that I must provide a signed copy of this form if my library is audited for compliance by Evergreen Indiana.

Staff Member's Signature

Date

Staff Member's Printed Name

Library Name