

## Code of Ethics

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As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees, and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

Adopted March 2023

## Disposal of Surplus Property

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The Green Hills Public Library District complies with the sale or disposition of property provisions set forth in the Illinois Public Library District Act of 1991 (75 ILCS 16/30-55.30). Library property (i.e., print and non-print materials, equipment, supplies, and/or any other personal property) which, in the judgment of the Library Director, is no longer necessary or useful for Library purposes, may be disposed of in the following manner:

- Print and non-print materials from the Library’s collection may be discarded, sold, or donated to local philanthropic, educational, cultural, governmental, nonprofit organizations, or other organizations that redistribute and/or recycle used Library materials.
- Any personal property with a current unit value of less than \$1,000 may, at the discretion of the Library Director, be discarded, turned in on new equipment, made available for sale, or donated to a local philanthropic, educational, cultural, governmental, or other nonprofit organizations.
- Personal property with a current unit value of more than \$1,000 but less than \$2,500 will be displayed at the Library and a public notice of its availability and the date and terms of the proposed sale shall be posted.
- In all other cases, the Board shall publish notice of the availability and location of the personal property and the date and terms of the proposed sale, giving the notice once each week for two successive weeks. The notice shall be published in one or more newspapers within the District, or if there is no such newspaper, then at least once in a newspaper of general circulation in the District and published in the county that contains all or the larger portion of the District.
- At the discretion of the Board of Trustees, personal property of any value may be donated or sold to any tax supported library or any library system operating under the provisions of the Illinois Library System Act.
- No favoritism shall be shown to members of the Board of Trustees or members of their immediate families, as well as employees who make bids on or purchase any Library item declared surplus.

Adopted March 2023

## Donations

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The Green Hills Public Library District gratefully accepts unrestricted donations of money, personal property, or real estate for the benefit of the Library as outlined by Illinois Statutes, including Section 30-75 of the Illinois Public Library District Act, 75 ILCS 16/30-75. Restricted monetary donations may be considered by the Library Board.

The Library will accept donations of books and other materials if the items meet the same standards of selection that apply to regular Library purchases. The Library reserves the right to decline, utilize, and/or dispose of material donations as it sees fit.