



EVERGREEN INDIANA CODE OF ETHICS FOR DIRECTORS

I acknowledge that I have an obligation to the Evergreen Indiana Project and to ensure that each of our library employees complies 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 will take all steps necessary to ensure that persons working on the Evergreen Indiana project on behalf of the Library will sign an agreement similar to this one which will be retained and made available if requested by Evergreen Indiana.

Director's Signature

Date

Director's Printed Name

Library Name