



# WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

**Chapter: Employee Conduct**  
**Section Number: 7.1**  
**Section Name: Ethics**  
**Last Revised:**

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It is policy of the Library to carry out its mission in accordance with the strictest ethical guidelines and moral standards and to ensure that Library employees conduct themselves in a manner that fosters public confidence in the integrity of the Library, its processes, and its accomplishments. All Library employees are expected to maintain responsible ethical and moral standards as determined by the Board of Trustees. Violation of this policy may be cause for disciplinary action up to and including discharge

## A. OHIO ETHICS LAW

### **General Standards of Ethical Conduct**

Library officials and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102 and 2921 of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission (<http://www.ethics.ohio.gov>) and Ohio courts. (A copy of these laws is provided to all employees, and receipt acknowledged, as required in ORC 102.09.) Officials and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

### **Penalties**

Failure of any Library official or employee to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

## B. AMERICAN LIBRARY ASSOCIATION CODE OF ETHICS

Since 1939, the American Library Association has recognized the importance of codifying and making known to the public and the profession the principles that guide librarians in action. In general, the Library endorses the statements in the ALA Code of Ethics which can be found at <http://www.ala.org>.