

Guernsey Memorial Library	Section #	
Manual Name Library Policy Manual	Date Issued: 10/11/07	Subsection
Section Code of Ethics	Date Revised: 3/29/2013	Page 1 of 2
<p>Guernsey Memorial Library Code of Ethics</p> <p>1. Definitions</p> <p>a. "Library" shall mean the Guernsey Memorial Library.</p> <p>b. "Municipal Officer or Employee" means an officer or employee of the library, paid or unpaid, including members of any administrative board, commission, agency, or committee thereof.</p> <p>c. "Interest" means a direct or indirect pecuniary or material benefit accruing to a Library officer, volunteer, or employee as the result of a contract with the Library.</p> <p>2. Purpose</p> <p>a. Pursuant to the authority of Section 806 of the General Municipal Law, the Library Adopts this code of ethics setting forth for the guidance of its officers and employees, the standards of conduct reasonably expected of them.</p> <p>b. The code of ethics is in addition to the prohibited conflicts of interest in Article 18 of the General Municipal Law; and the provisions of any other general or special law governing conflict of interests and/or ethical conduct of municipal officers and employees.</p> <p>3. Standards of Conduct – Every officer and employee of the Library shall be subject to the following standards of conduct:</p> <p>3.1. Gifts</p> <p>No officer or employee shall directly or indirectly solicit any gift; or accept or receive any gift having a value of \$75.00 (seventy-five dollars) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, where it could reasonably be inferred that the gift was intended to influence the officer or employee in the performance of his/her official duties; or was intended as a reward for any official action by the officer or employee</p> <p>3.2. Confidential Information</p> <p>No officer or employee shall disclose confidential information acquired in the course of official duties or use such information to further personal interest.</p> <p>3.3. Representation Before Any Agency for a Contingent Fee</p> <p>No officer or employee shall receive, or enter into any agreement, express or implied, for compensation for services to be rendered in any matter before the Library, whereby compensation is to be dependent or contingent upon any action by the Library with respect to such matter, provided that this paragraph shall not prohibit the fixing of fees based upon the reasonable value of the service rendered.</p> <p>3.4. Disclosure of Interest in Resolution</p> <p>An officer or employee who participates in the discussion of or gives official opinion to the Board on any resolution before such Board shall publicly disclose in the minutes of a public Board meeting the nature and extent of any direct or indirect financial or other private interest in such resolution.</p> <p>3.5. Investments in Conflict with Official Duties</p> <p>No officer or employee shall invest or hold any investment, directly or indirectly, in any financial, business, or commercial venture, or other private transaction, which creates a conflict of interest with official duties or work assignments.</p> <p>3.6. Private Employment</p> <p>No officer or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services to private interests when such employment or service creates a conflict of interest with or impairs the proper discharge of official duties or work assignments.</p>		
Revision Approved by Board: 11/14/2013		

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3.7. Future Employment

An officer or employee shall not, after the termination of service or employment with the Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her services or employment or that was under his/her active consideration. This shall not bar or prevent the timely filing by a present or former officer or employee of any claim, account, demand, or suit against the Library on his/her own behalf or on behalf of any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

4. Distribution of Code of Ethics

The Director of the Library shall cause a copy of this code of ethics to be distributed to every officer and employee of the Library within 30 days after the effective date of this resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment.

5. Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be in the manner provided by the law.

6. Effective Date

This resolution shall take effect 10 days after it is filed as provided in Section 27 of the municipal home rule law. Pursuant to General Municipal Law Section 806.

Print Name: _____

Signature: _____ Date: _____