

# **HR 104 EMPLOYEE STANDARDS OF CONDUCT**

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## **1. Principle:**

All Library Employees are obliged to maintain a current knowledge base appropriate to their professional position and responsibilities. The behaviour of staff during work hours and in the course of professional duties will reflect the aims and mandate as set out by The County of Prince Edward Public Library.

## **2. Policy:**

### **2.1 Branches – Aims and Objectives**

The purpose of The County of Prince Edward Public Library is to make the services of the Library system available to the residents of the immediate community which it serves. Each branch is part of the whole system designed to serve all of the residents of The County of Prince Edward. Each branch is expected to strive for a uniformly high quality of public library services.

### **2.2 Branch – Personnel**

Library staff shall promote the aims and objectives of the Library Board. Branch Librarians and Public Service Assistants (PSA) are responsible for the day-to-day operations the branch.

### **2.3 Sale of Materials**

No sale of any items will be undertaken in the branches of the library without approval from the CEO. Proceeds would go to The County of Prince Edward Public Library.

### **2.4 Political Activity**

All staff should avoid engaging in any political activities or endorsing political candidates. Branch Librarians and Public Service Assistants (PSA) can work to advocate for the library system.

## **2.5 Attendance at Meetings**

Branch Librarians and Public Service Assistants (PSA) must attend branch meetings and be prepared to contribute suggestions and concerns that affect the efficiency of the Library.

## **2.6 Press Releases and Public Information**

Contact with the press will be handled by the CEO or designate. All Library Staff are encouraged to participate in marketing activities. The Library will promote its collections and services throughout the community and surrounding areas by means of printed materials and newspaper coverage wherever possible.

## **2.7 Programming**

All programs offered in the branch should be of recreational, cultural or educational interest for the community served. The CEO must be aware of and approve all programs being offered in the branch.

## **2.8 Use of Facilities**

Library facilities or property will be used only with permission from the CEO or designate.

## **2.9 Staff Computer Use**

Employees of the Library should avoid making personal use of the computers during working hours, except when on break. This includes browsing the internet, using instant messaging and personal email.

## **2.10 Professionalism in Communication**

Employees of the Library must ensure that they are professional in their communications during work hours – not only with patrons, but also with other staff. Library staff are encouraged to keep all communication whether in person, email, phone or fax professional and appropriate for a business setting.

## **2.11 Food and Drink in the Workplace**

The consumption of food and drink while working in areas that service patrons is prohibited.