

PERFORMANCE GUIDELINES

General Expectations

The Palliser Regional Library provides a public service to the community and the employees are the representatives of Palliser while working in the library system.

- Employees are expected to have a cheerful, pleasant and helpful manner whenever working in and / or representing the library.
- Employees are expected to be at work on time and to be present in the library during scheduled hours of work unless absence from work is approved.
- Employees may not bring children to the workplace, for the purpose of childcare, during regular scheduled hours of work.
- Employees may not bring pets to the workplace, during regular scheduled hours of work.
- All absences (other than illness) must be cleared with the Supervisor in advance.
- Employees are expected to keep the library in a satisfactory manner. The general appearance should be clean, tidy and attractive.
- Employees are expected to present an acceptable personal appearance while representing the library.
- Employees are expected to dress appropriately for the position.
- No smoking is allowed in the library for health, safety and aesthetic reasons.
- Eating and drinking during scheduled working hours is not permitted. Exceptions may be made for special circumstances.
- Employees are expected to maintain a 'scent-free' workplace.
- Where coffee breaks are they shall be no more than fifteen minutes. There is an expectation that employees will be available if required during a break. Exceptions may be made for special circumstances.
- Employees are expected to present a positive view of the library both while at work and while outside of their work environment.

Unacceptable Conduct

Employees will be disciplined and may be terminated for "just cause" without warning if the employee:

- Does not maintain accurate and responsible records of library services and activities. (For example – circulation, interlibrary loans, registrations, etc.)
- Does not maintain accurate financial records.
- Repeatedly disregards procedural direction from the Supervisor.
- Is guilty of gross misconduct. (For example – theft, etc.)

In the case of out-of-scope staff and rural branch heads, employees will be disciplined for "just" cause without warning if she loses the confidence of her library board.

When in doubt, check with your Supervisor.

Code of Ethics For Library Staff

Ethics has been defined as that branch of philosophy dealing with values of human life, concerned with conduct or character approved or disapproved in terms of right and

wrong, and based on standards or principles which guide a person in making morally right choices in daily activities.

Every person has the right as an individual to take part in public debate or to engage in social and political activity. The only restrictions on these activities are those imposed by specific and well-publicized laws and regulations which are generally applicable. However, since personal views and activities may be interpreted as representative of the institution in which a staff member is employed, proper precaution should be taken to distinguish between private actions and those one is authorized to take in the name of an institution.

The following statements set forth the ethical obligations of individuals as employees of the Palliser Regional Library. Staff members have a special responsibility to:

- maintain the principles of Palliser's Open Access and Intellectual Freedom Policy
- learn and execute the policies of the institution of which one is a part and to express in a positive manner any concern or objection with the policies, philosophy or programs of that institution.
- maintain an objective and open attitude of understanding, courtesy, and concern for the patron's needs.
- protect the essential confidential relationship which exists between a library user and the library.
- serve all patrons equally according to their need.
- make the resources and services of the library known and easily accessible to all current and potential users.
- carry out those activities assigned under the policies of the library in a spirit of cooperation.
- avoid any possibility of personal financial gain at the expense of the employing institution.
- be cognizant of the obligations of employment and of what constitutes abuse of working conditions and benefits.
- acknowledge the importance of the work done by all staff in all divisions and maintain a sense of loyalty to, and cooperation with, fellow staff members.
- carry out assignments so that fellow staff members need not assume added responsibilities, except in times of emergency.
- share one's knowledge and expertise with others.