



RAMAPO CATSKILL LIBRARY SYSTEM CODE OF CONDUCT POLICY

Introduction

The Ramapo Catskill Library System (RCLS) offers a range of educational sessions and outreach activities to its library members. The RCLS Code of Conduct Policy describes our shared ideals concerning conduct, and it is a way to communicate our existing values to our library community members, local legislators, collaborators, and stakeholders who support the RCLS mission. The RCLS Code of Conduct Policy is based upon the New York Library Association (NYLA) Code of Conduct Policy with permission from the NYLA Director.

Be considerate. There are small actions you can take that will help us meet this goal:

- listening as much as you speak and remembering you may be unaware of the expertise and experience of others
- encouraging and yielding the floor to those whose viewpoints may be under-represented in a group
- using welcoming language
- accepting critique graciously and offering it constructively
- giving credit where it is due

Be respectful. The RCLS community and its members treat one another with respect.

Everyone can make a valuable contribution to RCLS. We may not always agree, but disagreement is no excuse for poor behavior and poor manners. We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It's important to remember that a community where people feel uncomfortable or threatened is not a productive one. We expect members of the RCLS community to be respectful when dealing with local legislators, collaborators, and stakeholders who support the RCLS mission.

Be collaborative. Collaboration is essential to the RCLS community.

This collaboration involves individuals working with others in teams, teams working with each other within RCLS, and individuals and teams within RCLS working with other projects outside. This collaboration reduces redundancy and improves the quality of our work. Internally and externally, we should always be open to collaboration.

Subtle-isms. The RCLS library community should refrain from “subtle-isms,” including racism, sexism, ageism, homophobia, transphobia, and other kinds of bias. Subtle-isms are small things that make others feel unwelcome, things that we all sometimes do by mistake. For example, saying, "It's so easy my grandmother could do it" is a subtle-ism. It is okay to make a mistake, but an apology is needed to move on.

RCLS reserves the right to remove any participants from a session, meeting, or educational opportunity who choose not to follow the RCLS Code of Conduct Policy.

All participants are required to follow the RCLS Code of Conduct. RCLS reserves the right to remove any participant who chooses not to follow the RCLS Code of Conduct Policy from a session, meeting, or educational opportunity.